

# PowerSplash Project



## 2025 Catalog

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**THE VISION OF POWERSPLASH PROJECT**

The mark of a successful training presentation is the amount of sustainable information and retention for the viewer. Knowing time is scarce and attention spans short, we have designed 4-to-30-minute innovative training solutions available via streaming or an LMS course.

On creating a business orientation series for students, temporary workers, new hires, and seasoned professionals alike, we feel that true education and transformation occurs when the whole of a subject is presented in full rather than just in part. Widening one's perspective while acquiring vast knowledge is crucial to understanding a subject, ourselves, and others. Now, let us apply this to business. For an organization to be successful, sustainable, and pleasant both for the employee and the customer, it is imperative that standardization is in place, enforced, and exemplified from the top down. An impressive resume does not necessarily guarantee a constructive attitude, common sense, or team player. To understand the myriads of components that comprise a successful organization, one must shine a light on the entire operation – and how each part adds to the whole.

Imagine a workplace productive, sustainable, enjoyable, and safe. Imagine coworkers energized, compassionate, cooperating, and creative. Every employee and manager benefits from ongoing training. Indeed, transformation in the workplace begins with transformation within each person. An effective training film must expose the viewer to the whole, widen the view, and how everyone impacts the work environment. Themes of positive image, compassion, responsibility, and positivity should flow through every frame. Most important, avoid blame – emphasize responsibilities and expectations. The results of an effective training program are enormous when everyone is supported, educated, and on the same page. Coworkers with a problem will learn they are not alone and can change. Coworkers without a problem will learn to be aware and supportive for the coworker *with* a problem. Education, self-evaluation, and desire-to-serve are the foundation of an insightful, cooperative, and attractive coworker.

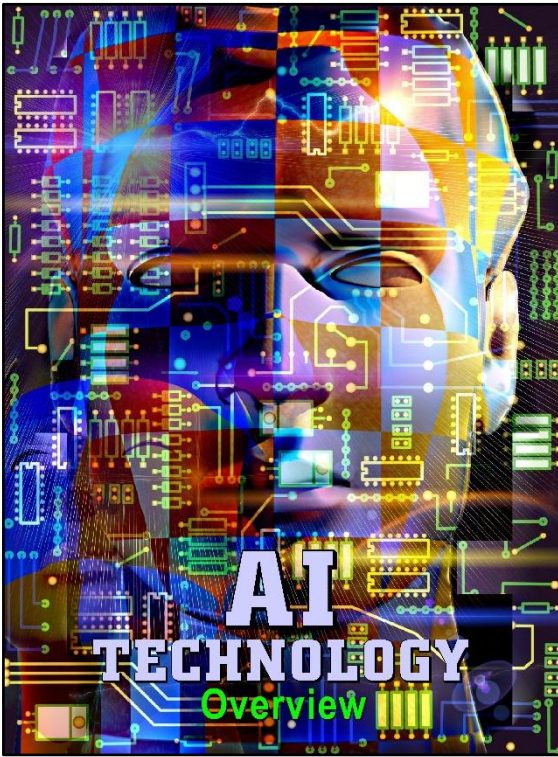
In addition, since 2015, PowerSplash Project has created documentaries with mental health themes and social awareness. To date, 15 of their films have been in 400 film festivals and have won 180 awards.

# PowerSplash Project



## 2025 Catalog

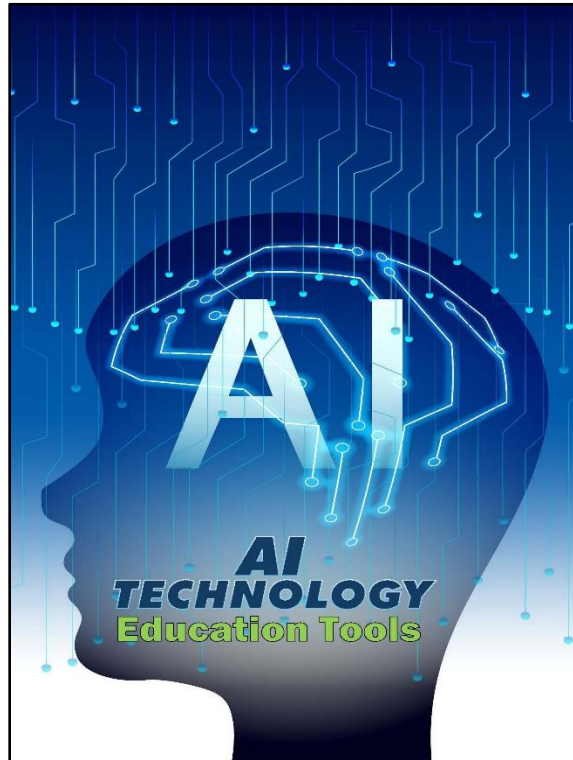
# ARTIFICIAL INTELLIGENCE



AI Technology | Overview  
23:54

- Learn the benefits and limitations of AI
- Learn how AI works
- Learn safeguards to keep AI safe

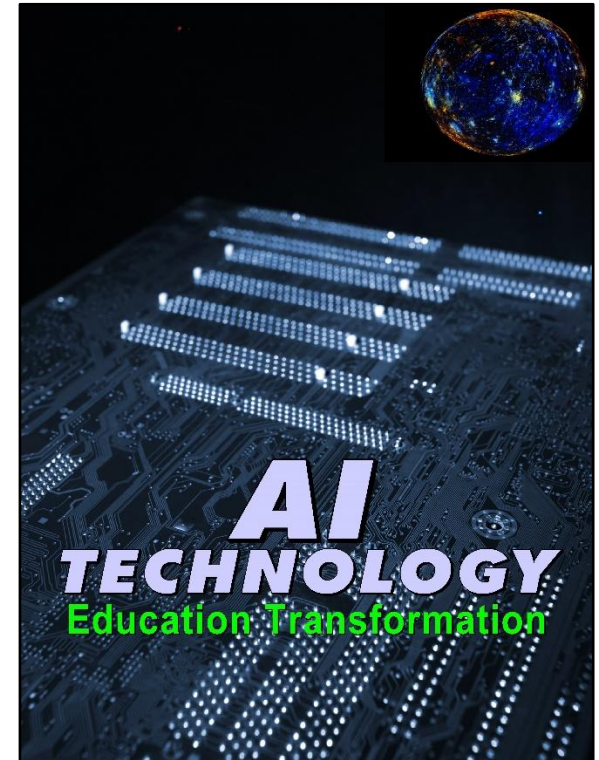
Intelligence is defined as the ability to solve problems and learn new things. Progress has brought us AI which is a machine's ability to solve problems and learn new things. Artificial Intelligence is possible when computers can store information much the way our brain stores information which is by accumulating skillsets and memories. Ultimately, the goal of AI is to create computers that can think as a human.



AI Technology | Education Tools  
23:15

- Learn the commonly asked questions about AI
- Learn the misconceptions about AI
- Learn about the top Generative Tools

As is part of our ever day life. AI-powered apps can assist students in math problems and check grammar. AI is in your favorite video games, and is a voice assistant on your phone. AI can even paint pictures and compose music. Generative AI tools are changing how we create digital content. Artificial Intelligence generates new outputs that astonishingly mimics humans.



AI Technology | Education Transformation  
23:25

- Learn how AI is reshaping the way we teach and learn
- Learn about the potential benefits of AI in education
- Learn the role of students, teachers, and parents.

It is true that Artificial Intelligence is reshaping the way we teach and the way we learn. Generative AI offers applications for students, parents, and school personnel to improve productivity and efficiency. We will explore customizing content, curriculum planning, creative assistance, tutoring systems, dyslexia detection, social environment development, and critical thinking.

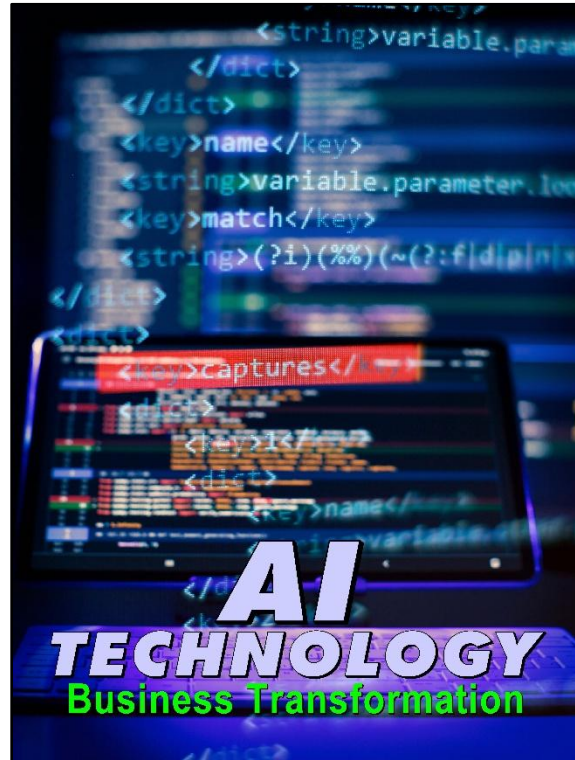
# ARTIFICIAL INTELLIGENCE



AI Technology | Business Tools  
23:38

- Learn the benefits of AI in business
- Learn how businesses are using AI
- Explore the future of AI and work

The last forty years have brought us personal computers, sophisticated spreadsheets, the internet highway, endless emails, and cellular phones that became smart. The secret to longevity is to embrace change. Most companies stay in business by creating new products at an affordable price and by offering customers excellent service. AI is now accessible as well as increasingly affordable to help companies create innovative products.



AI Technology | Business Transformation  
23:32

- Learn about AI-powered growth
- Learn about prompts and storytelling
- Learn the impact of AI in the corporate world

The world is constantly changing and, with change, brings temporary disruption, confusion, and stress. There is a period of adjustment, but change is necessary for growth and expansion; a better way of doing and a better way of being. Artificial Intelligence will have an impact on you, your community, and your voice. Artificial Intelligence will bring change. Are you ready?

# PowerSplash Project



**Business Essentials Series**

## BUSINESS ESSENTIALS



Adapting to Change  
4:00

- Learn how to confront resistance and fear of change
- Concentrate on the benefits of change at work
- Learn how change helps a company to strive

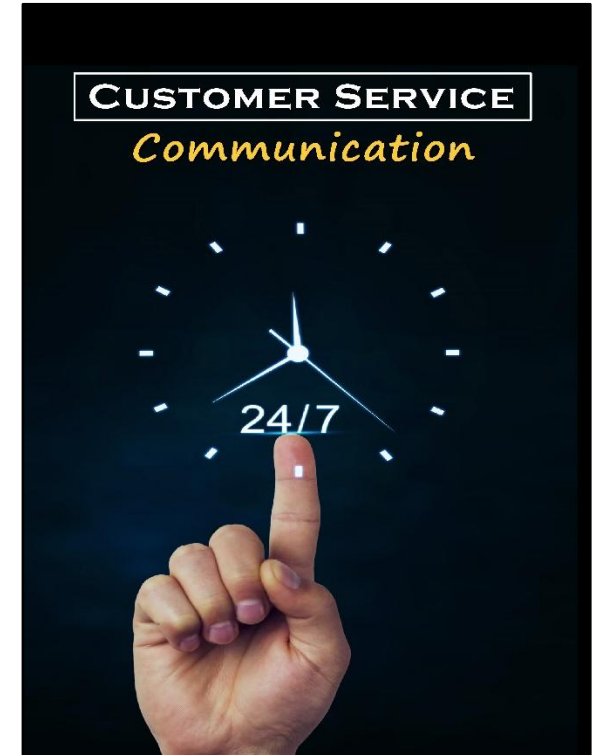
We all wish for things to be better and more effective yet often dread, if not fear, the steps for improvement and a change to our current routine. Many people think they can control the environment around them when, in fact, all we can control is our thoughts and reactions. By learning to accept that change is natural, we can begin to adapt more quickly. Keep in mind you do not have to like the change but you do have to find a way to cope without fear of failure, fear of success, or fear of the unknown.



Compassion Fatigue  
5:25

- Explore ways to move through depression
- Observe a positive perspective visualization
- Remind yourself that you are here for a reason

Compassion Fatigue is a combination of physical, emotional, and spiritual depletion. We are proud of the professionals and volunteers who follow their passion and help the lives of others. And with such responsibility comes rewards for caring and a cost for caring. Caring too much can hurt. Often, we forget that taking care of ourselves is an essential component to helping others. Acknowledging the occupational hazards of care giving is the first step toward preventing secondary traumatic stress.



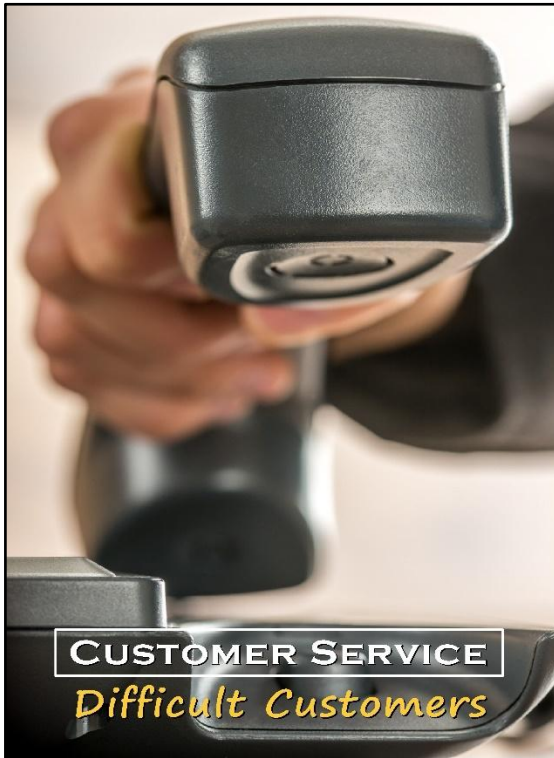
Customer Service: Communication  
4:20

- Learn how to prepare your mindset before work
- Learn how to employ good phone techniques
- Learn the key to great customer service

Every person that walks into your store or contacts you by phone or online is entitled to your respect, your assistance, your expertise, and your undivided attention – yet 89% of shoppers have stopped buying from online stores after they experienced poor customer service. This is a lost opportunity because great customer service translates into more sales and repeat customers. Indeed, communication is the key.



## BUSINESS ESSENTIALS



Customer Service: Difficult Customers  
5:25

- Learn how complaints are a major source of learning
- Learn the behaviors that frustrate a customer
- Learn techniques to manage a difficult customer

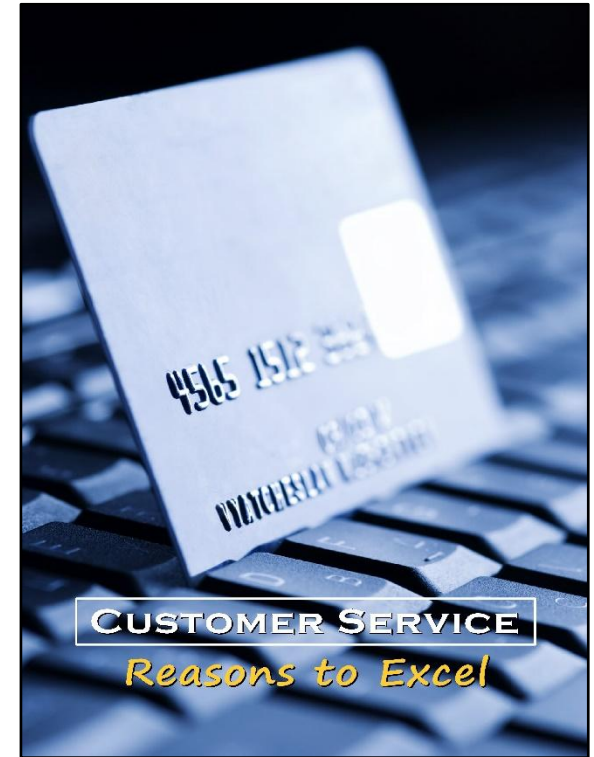
The best way to manage a difficult customer is to put the word “difficult” in perspective. A customer perceived as difficult may be more in the eyes of the customer service representative than the customer. Customers react to stress and disappointment in a variety of ways. They need someone with whom they can vent, someone who will provide a quick resolution. Businesses who understand how to manage difficult customers can reap huge rewards.



Customer Service: How to Excel  
5:00

- Learn how the internet makes complaining easy
- Learn ways a company can excel using great service
- Learn how to deliver top quality customer service

The internet makes complaining easy – but comments and statistics are the roadmap to marketing and improvement. Statistically, consumers are engaged, informed, and have limited time to make purchases. Do not lose them due to poor customer service, poor telemarketing techniques, poor order processing, or poor technical support. Every single person in your organization should be caring for the customer in ways that exceed their expectations.



Customer Service: Reasons to Excel  
3:50

- Learn the importance of great customer service
- Learn the reasons why a company needs to excel
- Learn the role of the manager and employee

The term ‘call center’ was first published by the Oxford English Dictionary in 1983. It is not just a department; it reflects the company. And everyone in the company must agree they need customers. If you work for pay, the customer guarantees your paycheck. A company wishing to excel should know the best strategy to increase profits is to provide great customer service through phone and email support, web forms, chat rooms, and social media.

## BUSINESS ESSENTIALS



Customer Service: Skills Required  
5:40

- Learn the qualities of a great representative
- Learn the importance of high emotional intelligence
- Learn the training needed for a representative

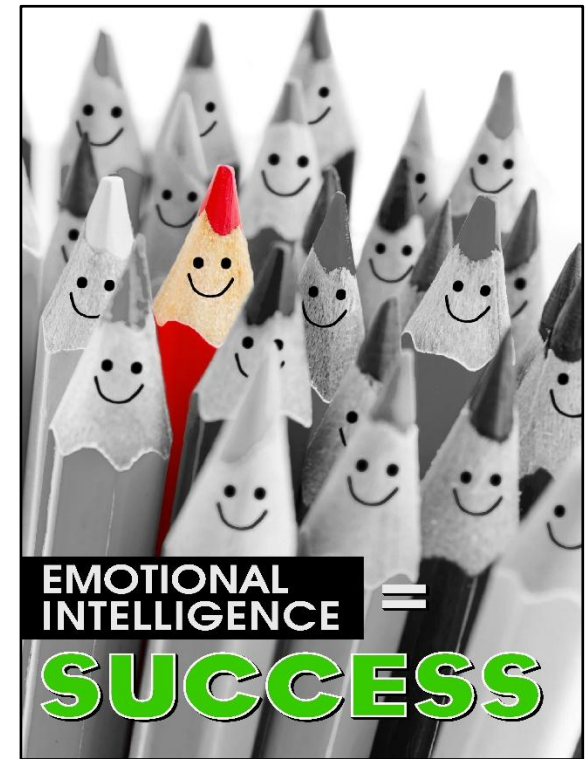
It takes a special individual to excel at customer service. The skilled individual is adaptable, articulate, attentive, caring, compassionate, confident, curious, flexible, friendly, purposeful, helpful, kind, motivated, patient, persuasive, an analytical person, and tenacious. Now for those who may not possess every quality, please be assured they can be learned and serve you well throughout your career.



Email Effectiveness  
5:00

- Learn why companies expect professional emails
- Learn clear communication creates effective emails
- Learn that first-email resolution benefits the customer

Email is the preferred choice of communicating for most of us, and most of us are overwhelmed by the number of emails we receive each day. In fact, we spend 13 hours a week or 28% of the workweek managing emails. While millennials prefer improvised texting for personal use, companies expect highly planned professional emails. No one has time for leisure banter. Remember, first email resolution pleases every professional and clears out your inbox quicker.



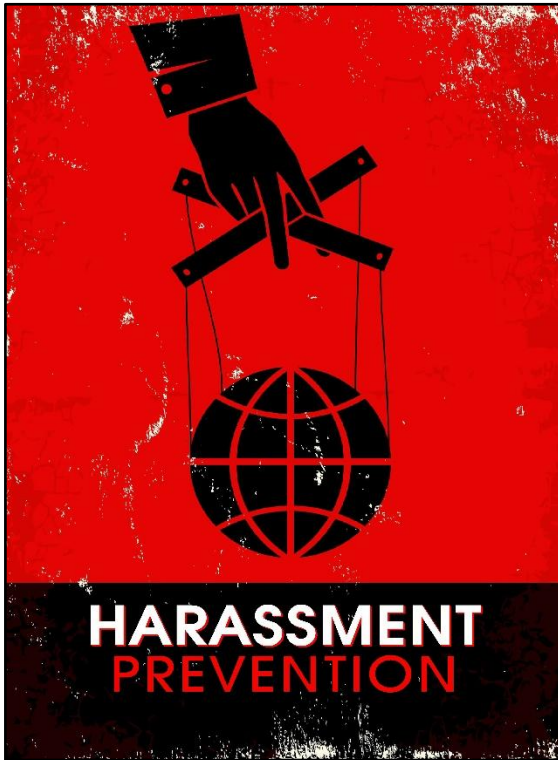
Emotional Intelligence Equals Success  
4:55

- Learn the five components of Emotional Intelligence
- See the importance of correctly interpreting emotions
- Learn how Emotional Intelligence equals success

We all know the term Intelligence Quotient better known as IQ but there is also Emotional Intelligence which is another kind of intelligence and affects 58% of your performance, physical health, mental health, and your relationships. In fact, people with average IQs outperform those with the highest IQs 70% of the time. EI is correctly identifying and managing emotions and tendencies so as to remain calm under pressure and achieve resilience.



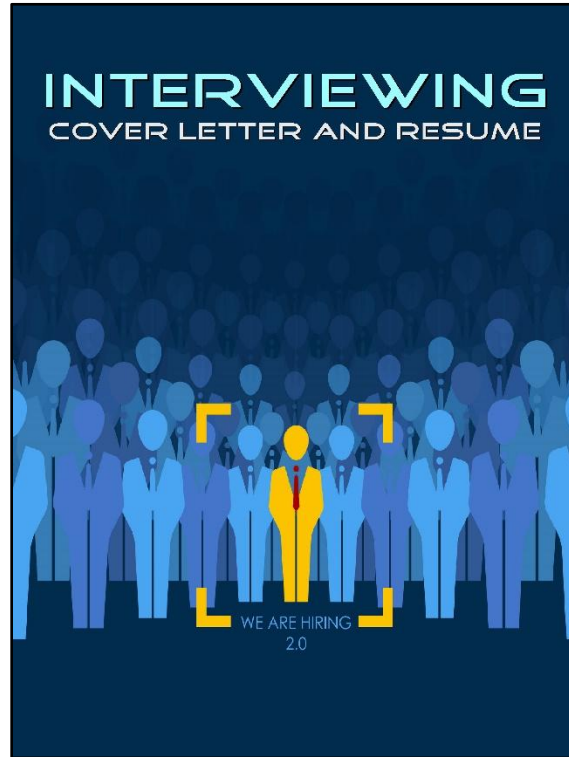
## BUSINESS ESSENTIALS



Harassment Prevention  
5:00

- Learn what comprises harassment at work
- Learn what to do when harassed at work
- Learn how to eliminate harassment at work

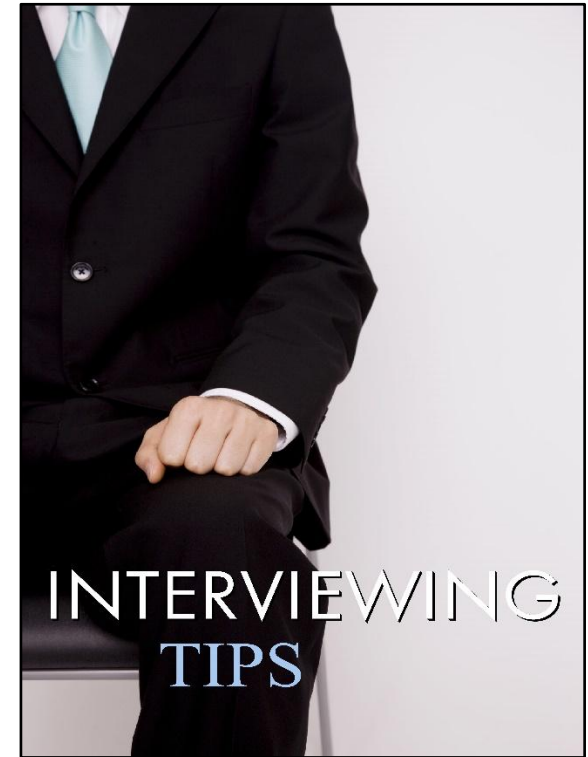
Employees have the right to perform their job without being subjected to harassment. Sexual harassment occurs whenever unwelcome conduct on the basis of gender affects a person's job. It can take a serious toll on the victims as well as affect the accused, the coworkers, and the company itself. While we often link sexual harassment to unwanted advances or inappropriate sexual comments, it also includes any discriminatory action based on gender.



Interviewing: Cover Letter and Resume  
5:05

- Create a cover letter that sells your unique value
- Create a resume appropriate for your situation
- Learn how to edit, edit, edit

A cover letter can help a jobseeker stand out from the other applicants. You are introducing yourself and making a sales pitch. Give a positive presentation of your experiences and skills. A resume is a document to market your skills and strengths. The sole intention is to land an interview. It is quite an art to create an effective cover letter and resume. Learn what information to include and what to exclude. Learn the benefits of editing and proofreading.

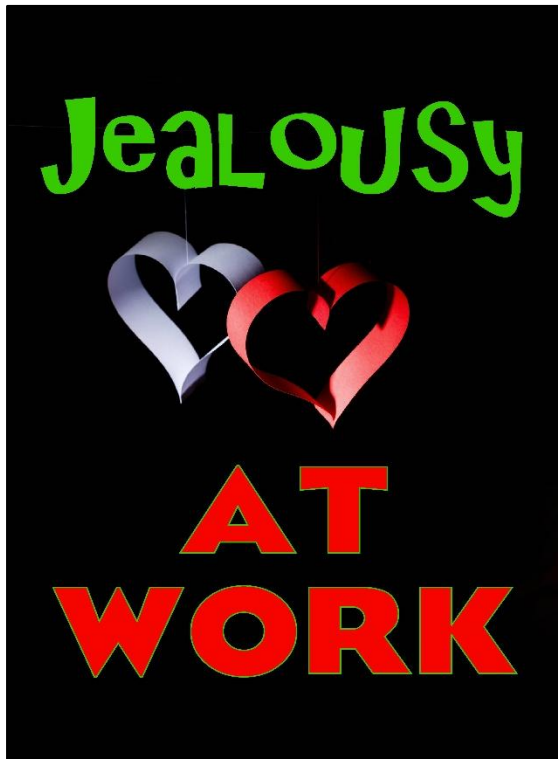


Interviewing Tips  
4:00

- Learn how to prepare for an interview
- Learn the importance of researching a company
- Learn you've one chance to make a first impression

What is the one quality that will ensure an impressive interview? Preparation, preparation, preparation. If your compelling resume and cover letter land you an interview, it is time to prepare – and there is no better way than to anticipate and prepare for the questions. Learn how to address specific questions the interviewer may ask. Do the answers show that your actions, thinking, and reactions cast a positive light on your personality and work ethic?

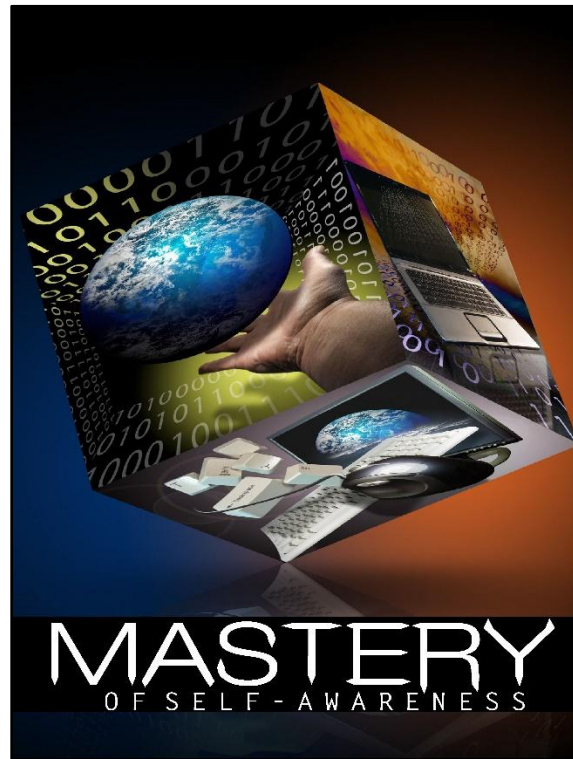
## BUSINESS ESSENTIALS



Jealousy at Work  
4:30

- Learn what creates jealousy in the workplace
- Learn how jealousy affects the workplace
- Learn steps to eliminate jealousy in the workplace

The workplace does not have cookie cutter workers. The workplace has talented employees with personalities. Some are quiet and perform their duties with precision and excellence every day. Others appear more visible and garner recognition for their charisma and contributions. And then there are those whose insecurity leads them to wander the halls in a state of envy and jealousy. It can become problematic if we act out in a fit of jealousy or worse, wallow endlessly in bitterness and resentment.



Mastery of Self-Awareness  
4:00

- Learn how to look at ourselves objectively
- Learn to move beyond your default point-of-view
- Learn the first step toward success is always inward

Ninety per cent of the population complain about their life – but do we take responsibility for why our life is the way it is? Ask yourself: Do you make things happen, or do things just happen to you? Do you create opportunities? It is common to avoid responsibility, avoid problem-solving, or avoid looking at ourselves in a truthful way. It is all right not to know all the answers – that is what experience is for. But taking problems head-on will make you more liberated and aware.



Meetings: Agenda and Minutes  
5:00

- Learn how to create an effective agenda
- Learn how to create efficient minutes
- Learn how organization creates a great meeting

Creating an agenda and keeping a meeting short and to the point has never been easier. The agenda template included in the film has been specially designed to ensure brevity and organization. The informal minutes capture the essence of the meeting and are meant to provide an outline and brief summary of what was discussed, what decisions were made, and who is responsible for taking action. The blank templates of the Agenda and Minutes are included for you to download.

## BUSINESS ESSENTIALS



**Meetings: Concise and Productive**  
4:30

- Learn the leader will create a brief agenda
- Learn the leader will encourage participation
- Learn how the leader converts decisions into plans

Meetings reflect the openness, dynamics, and self-image of the organization. It is where collective ideas transform into great projects. But often, meetings seem disorganized and even a poor use of time. What is the answer? Train every employee in the components of a productive, successful meeting. Bring everyone onto the same page as to the meeting content, length, and presentation style. The suggestions in this film may well create an even more powerful and concise meeting.



**Meetings: Why and When**  
4:00

- Learn why meetings are often counterproductive
- Learn if you should have a meeting and when
- Learn the components of a successful meeting

It can be said meetings are often counterproductive. In the U.S. alone, 11 million formal business meetings occur every day and waste \$37 billion in unnecessary meetings each year. Managers attend more than 60 meetings per month – and 37% of employee time is spent in meetings. The suggestions provided may greatly reduce, if not eliminate, unnecessary meetings, as well as boost morale and productivity, and create meaningful, motivated, and profitable meetings.

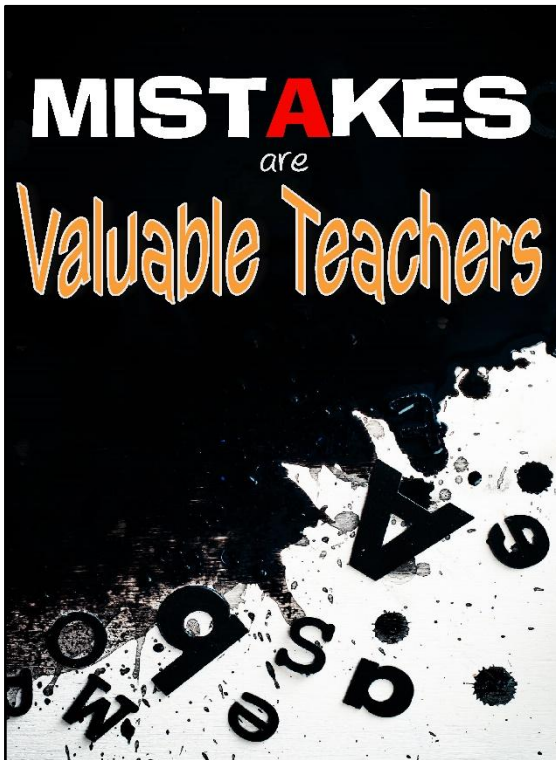


**Mentoring Veterans**  
4:00

- Learn the substantial training of those in the service
- Learn the resources available to veterans
- Learn the importance of mentoring a veteran

The military is known as the nation's biggest group of international ambassadors. Brave, dedicated, and well-trained, they serve our nation well: natural disaster relief, food and humanitarian relief, rescue operations, and medical assistance in impoverished areas. Once their service is complete, they return home eager to use their skills in the private sector. However, sometimes they need help adjusting to the civilian workplace culture, thus the importance of corporate mentoring. Includes links.

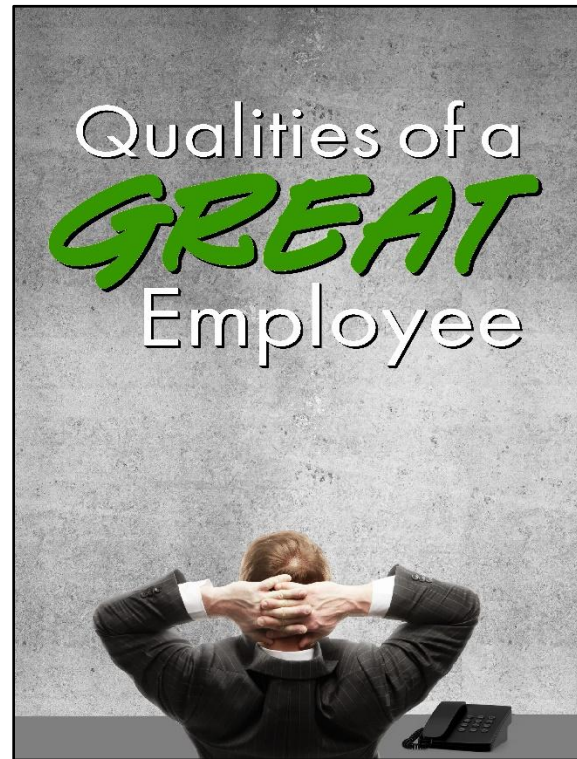
## BUSINESS ESSENTIALS



Mistakes are Valuable Teachers  
4:10

- Learn why we fear making mistakes
- Learn the benefit of making a mistake
- Learn techniques to manage mistakes

As children, we were taught to distinguish right from wrong and to get the answer right. In fact, to be right was so important that, when wrong, our first reactions could have been to deny it, be defensive, blame others, or internalize it. As adults, it is no wonder why so many people fear making mistakes – even to the point of viewing failure as permanent and success as temporary. What if we learned that mistakes can be useful? Sometimes learning is “trial and error.”



Qualities of a Great Employee  
3:00

- Learn if a great worker is born or made
- Learn the qualities of a great employee
- Learn the qualities of a great manager

Is a great employee born or made? Great question. Good, if not great employees are important in any business. They are dependable, creative, enthusiastic, and inspire others to be better employees. When looking to add staff to your workplace, though knowledge is an asset, it can be taught. Pay closer attention to character, personality, and attitude. What is essential for an employee to achieve greatness is to have a profound sense of personal security, an innate confidence that exudes passion.

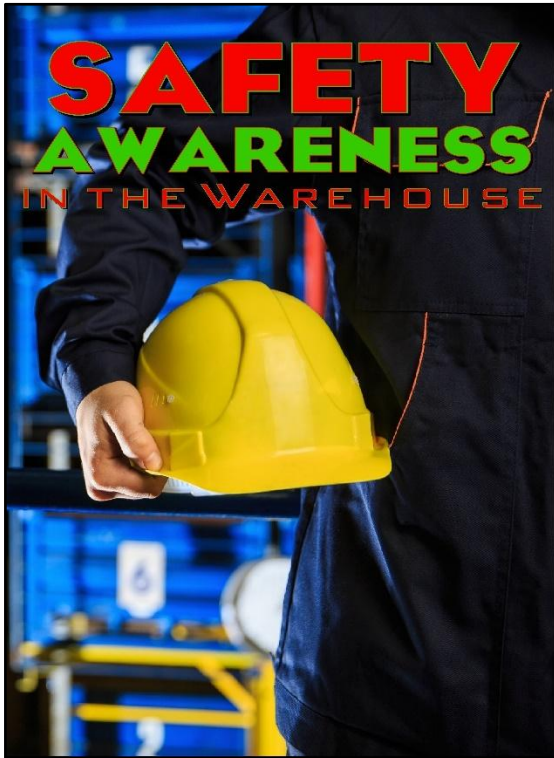


Safety Awareness in the Office  
4:00

- Learn that most accidents are preventable
- Learn the rules for lifting and climbing
- Learn the rules to prevent slips and falls

Safety is no accident and affects everyone in every industry. The good news is that, with proper training and safety products, most accidents are indeed preventable. A company's primary objective is to ensure the safety and health of their employees. Learn the rules for lifting and climbing and slips and falls. Remember, safety first. It is essential to educate everyone in the workplace about safety requirements, materials, and procedures; and of course, always keep the lines of communication open.

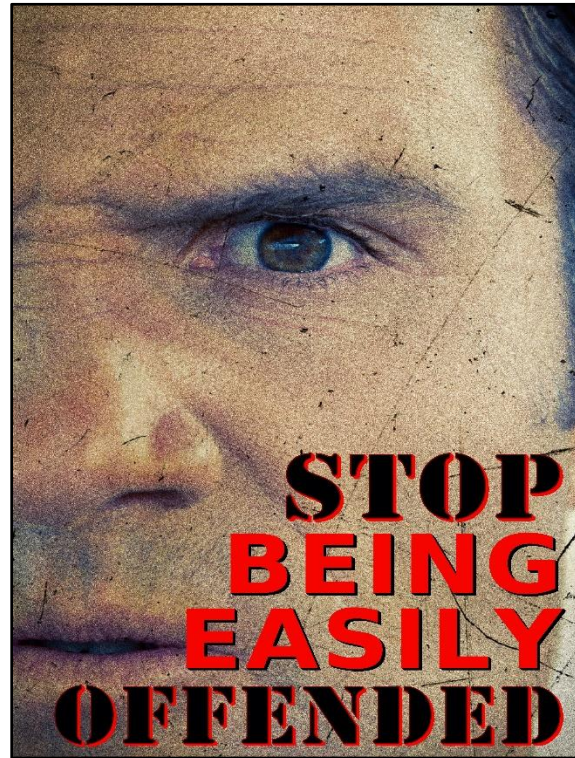
## BUSINESS ESSENTIALS



Safety Awareness in the Warehouse  
4:00

- Learn safety precautions for an industrial setting
- Learn safety tips when using tools and machinery
- Learn tips when working with hazardous materials

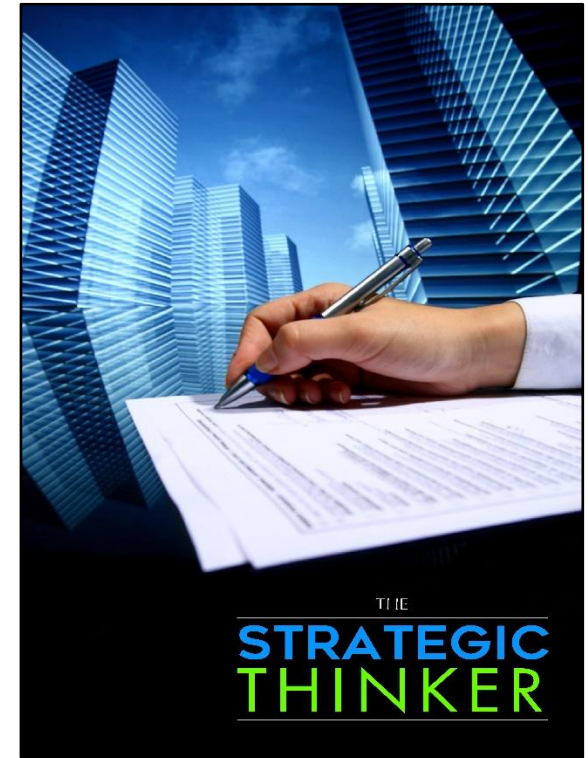
Every workplace has hazards that endanger workers. It is important for managers to understand the unique risks in the workplace so as to develop an effective safety program that minimizes illness and injuries. It is essential to educate everyone about safety requirements, materials, and procedures; and of course, always keep the lines of communication open. A company's primary objective is to ensure the safety and health of their employees. Remember, safety first.



Stop Being Easily Offended  
4:00

- Learn the qualities of people easily offended
- Learn the ingredients to stop being offended
- Learn how to manage situations possibly offensive

Do you burst into fits of anger over trivial things? Do you often take things the wrong way? Do people say you make mountains out of mole hills? Do people feel they have to be cautious around you? Do people consider you to be high maintenance? If so, you may be easily offended – and your hypersensitivity may be depriving you of healthy relationships and inner happiness. Do not worry. There are many ways to thicken your skin and spare hurt feelings.



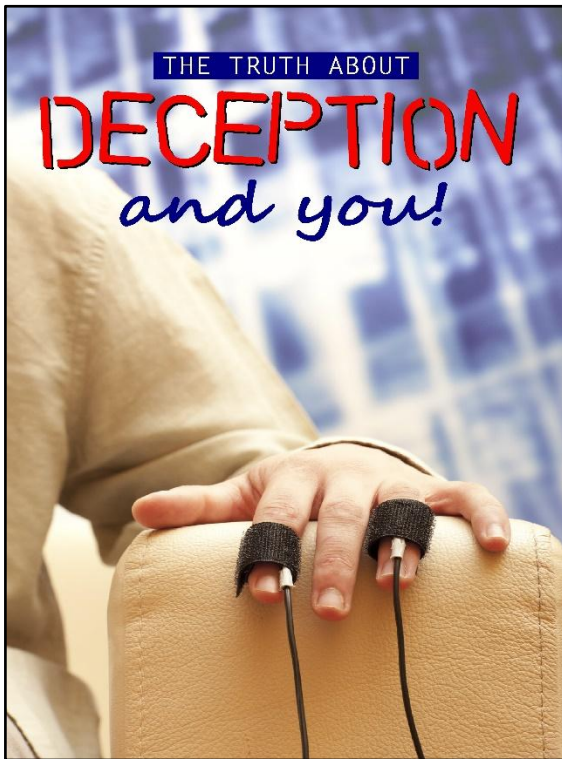
The Strategic Thinker  
4:00

- Learn how to challenge a 'business-as-usual' mindset
- Learn the qualities of a strategic thinker
- Learn how to create a strategy plan

We all wish for businesses to be healthy, sustainable, and soar. Each day business owners or managers can spend time maintaining the systems or, in addition, they can use Strategic Thinking (analysis, strategizing and planning). Planning the future of your company in an organized manner is essential to its expansion and increased revenue. Unfortunately, many owners and managers get caught up in the spinning wheel of everyday operation. Let us change that!



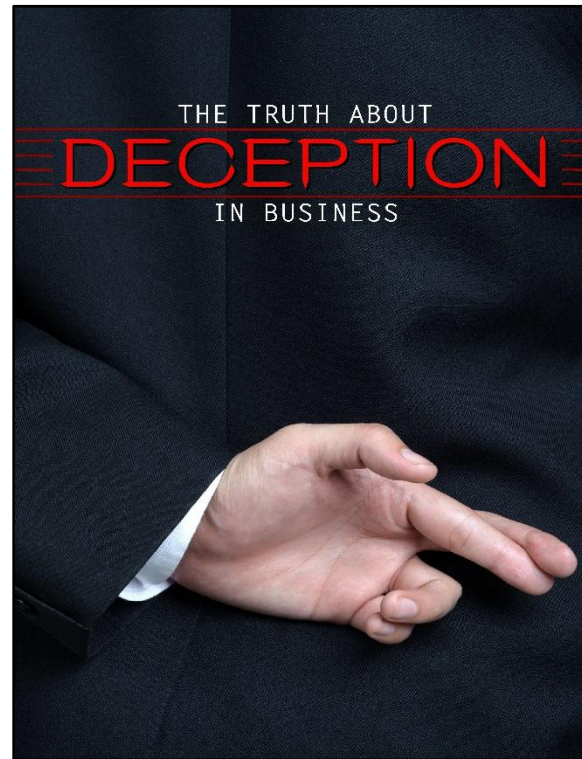
## BUSINESS ESSENTIALS



The Truth about Deception and You  
4:00

- Learn why we tell lies
- Learn statistics about deception
- Learn the clues to spot if someone is being dishonest

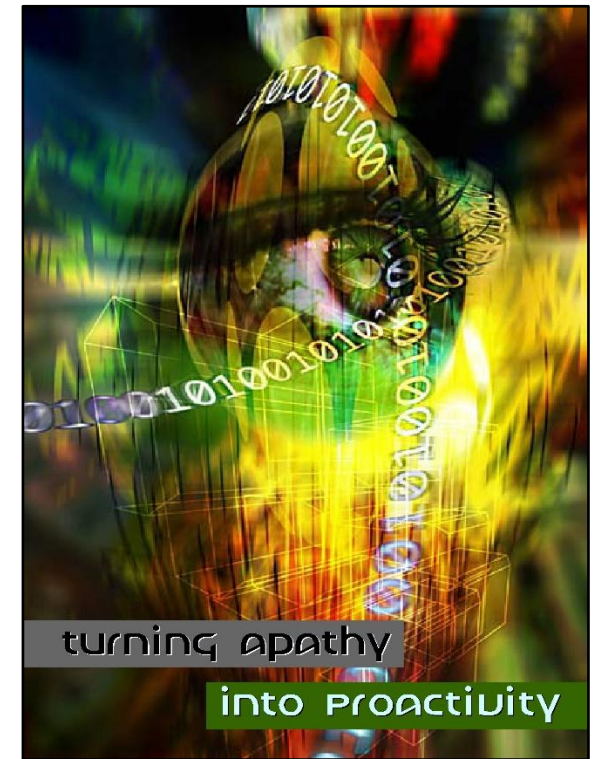
“Deception” is defined as the intentional withholding of information or deliberately misleading information to a participant. We lie. Often for good reason – but we lie. Children can deceive as early as 6 months using fake laughter or pretend crying to get attention. To maintain healthy relationships, it is an innovative idea to learn the cues and clues when someone may not be telling the truth. Please keep in mind these are clues and, in and of themselves, may not prove guilt.



The Truth about Deception in Business  
4:00

- Learn how lying adversely affects the workplace
- Learn how liars distort information
- Learn the clues to spot an employee being dishonest

Deception. Businesses lose about 5% of their revenue due to fraud each year, which is 3.5 trillion worldwide. From fraud and theft to leaks and embezzlement, deception often ruins innovation, damages teams, and destroys reputations. We probably all can agree that manipulation, disinformation, and histrionics have no place in the workplace. It would be beneficial to train yourself and your staff to understand and spot deception. Businesses benefit from an honest culture – and it starts with you.

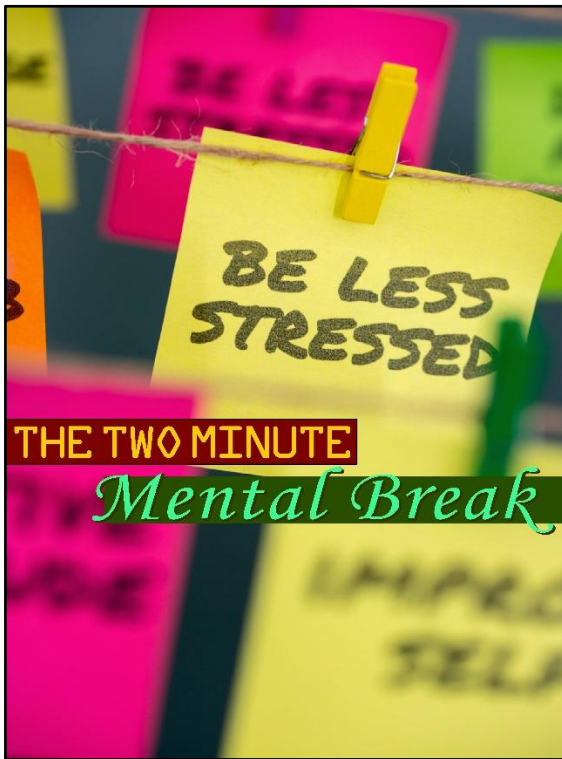


Turning Apathy into Proactivity  
6:45

- Learn why apathy exists in the workplace
- Learn how to deal with apathy in the workplace
- Learn how employees can overcome apathy

Everyone has the right not to know and not to care ... but there is a price for being uninformed and disengaged. Three things are needed for optimal mental and emotional health: Passion, Interest, and Action. A child is not born apathetic. The problem may have taken root at home, at school, or perhaps deep within them. But indeed, it must be addressed. With the right tools and the right attitude, you will be able to manage anything and be open to many opportunities and feelings.

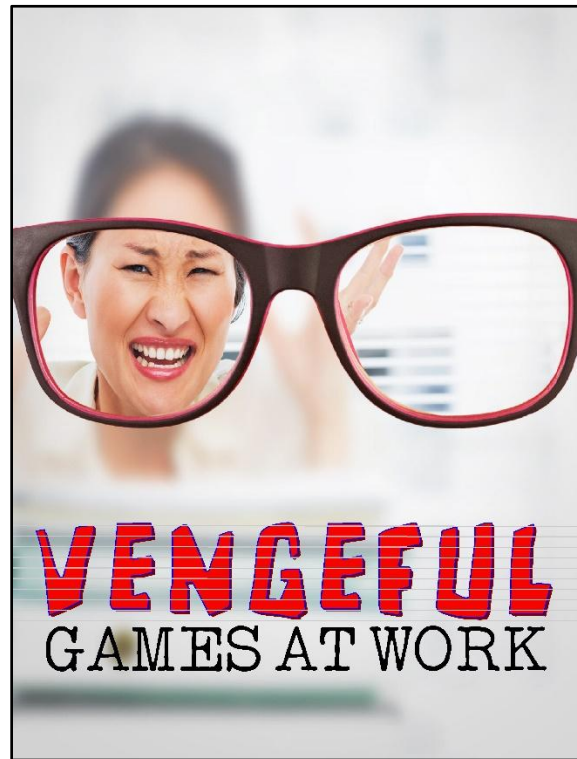
## BUSINESS ESSENTIALS



The Two-Minute Mental Break  
4:00

- Learn the importance of taking a brief mental break
- Learn ways to relax during a brief mental break
- Learn why it is essential to ritualize relaxation

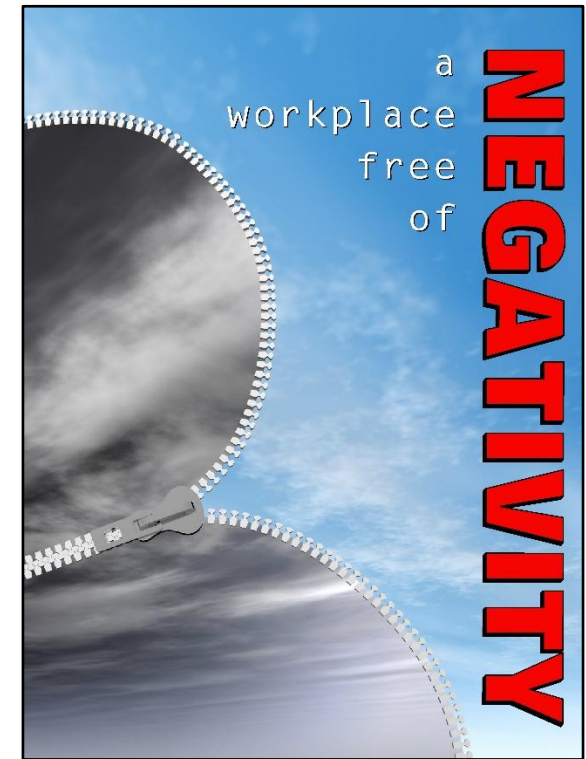
The average American works 9.2 hours a day. Though American work laws require all full-time employees to take a lunch break – only 1 in 3 coworkers actually take one. The remaining 2 in 3 eat at their desks and do not even take short breaks (especially if their managers do not). Did you know that taking breaks may reduce headaches, eyestrain, and lower back pain? Businesses need to understand the benefits of mental breaks. Schedule your breaks and make them a habit.



Vengeful Games at Work  
4:40

- Learn the reasons employees seek revenge
- Learn the dangers of revenge
- Learn how to manage thoughts of revenge

When we are hurt, it is a natural response to return the hurt. And our reasons may be logical but none justify retaliation. When plotting to hurt another, we are consumed with immature beliefs and reactions instead of sound judgment. Revenge is a primal need for self-defense. The goal is to rid one of shame and humiliation and restore power and pride. You want satisfaction and justice in the present. You want reassurance it will not happen again in the future. But seeking revenge only perpetuates the cycle of pain.



A Workplace Free of Negativity  
4:30

- Learn why an employee may act in a negative manner
- Learn how to recognize common behavior issues
- Learn how to create a positive attitude

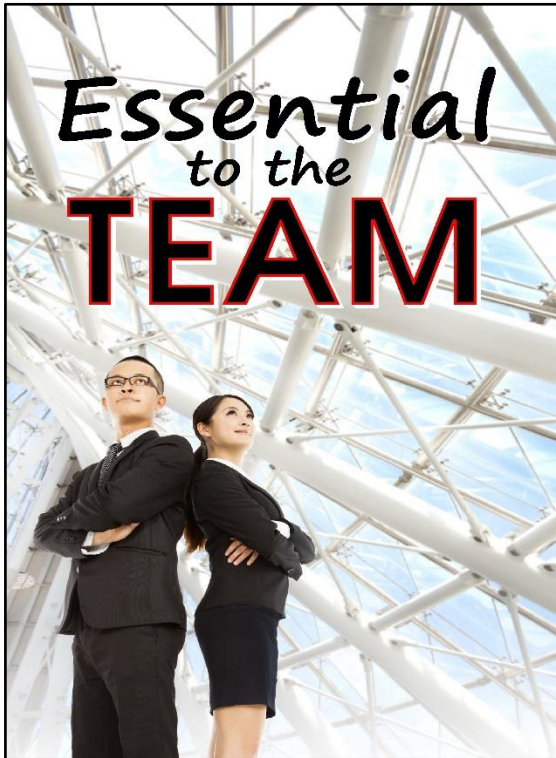
Most employers want to create a pleasant workplace where employees are happy, respectful, and excel to their fullest potential. Considering an employer never wants words or actions to divert from workplace performance, it is suggested that action be taken quickly 1) to find the source of the destructive behavior, 2) distinguish between the employee's personality and the behavior, 3) and provide training to ensure the workplace is free of negativity.

# PowerSplash Project



## **The Employee Awareness Series**

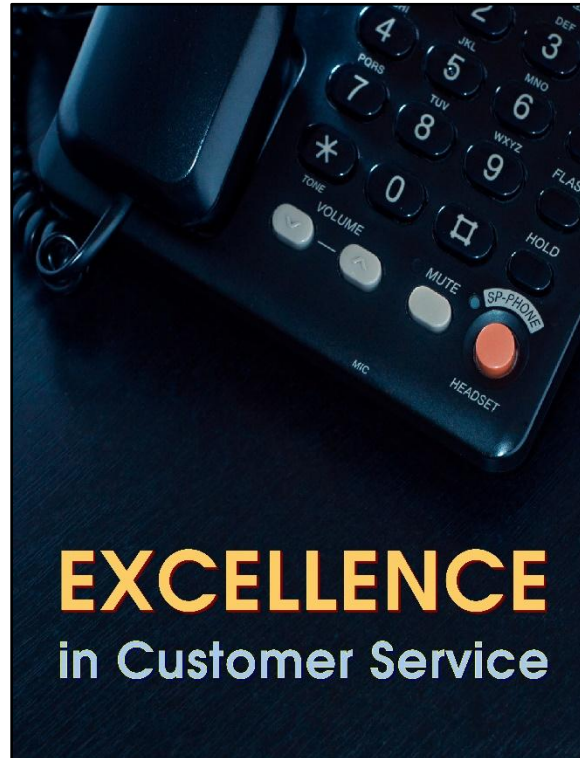
## EMPLOYEE AWARENESS



Essential to the Team  
15:30

- Explore how awareness is the key to change
- Observe the traits of an effective collaborator
- Learn how to communicate effectively

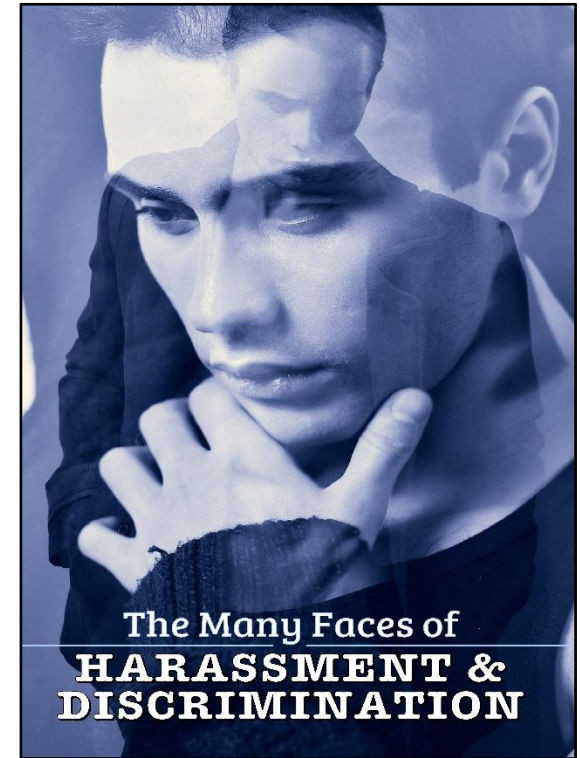
It is one thing to call a group of individuals a team. It is another for that group of individuals to actually function as a true team. Teamwork is the concept of people working together cooperatively. As a team player or manager, it is beneficial to learn about effective communication, conflict resolution, and how everyone is enriched from respect, support, and appreciation. Included are constructive ways to welcome a newcomer.



Excellence in Customer Service  
13:05

- Explore ways to manage difficult people
- Learn how to improve emails, voicemails, manners
- Understand how your persona reflects the company

Customer service is defined as the art of politely listening to and responding to the needs of the valued customer in a professional and timely manner. Good service with a kind, understanding voice will exude confidence and compassion. Even the most difficult customer can benefit from your tact, poise, and steadiness. A good attitude makes all the difference and sets your organization way above its competitors. Learn phone etiquette, emails, faxes, manners.

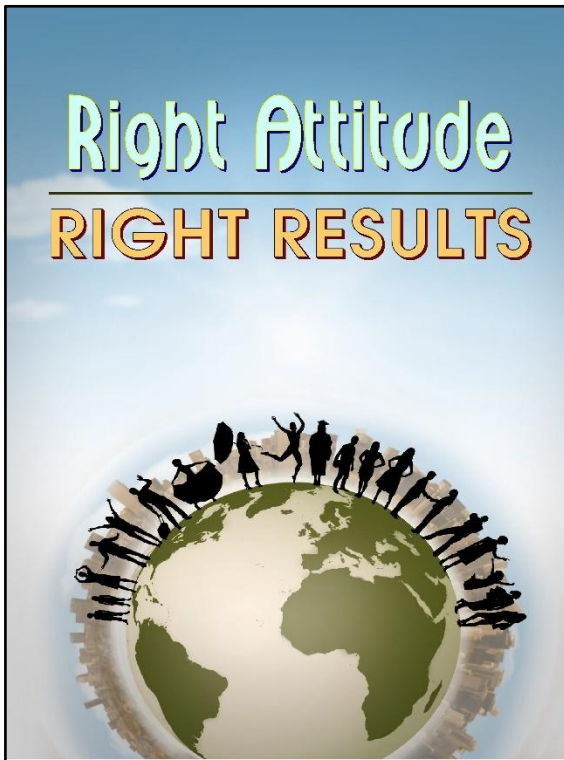


The Many Faces of Harassment and Discrimination  
20:00

- Learn about stereotypes, biases, and bullying
- Learn to distinguish between legal/illegal behavior
- Learn how to address harassment and discrimination

It takes a lot of talent and a lot of work to build a successful company; and it only takes one person to take it apart brick by brick. Beware. There are employees who are attracted to a hostile work environment. They will manipulate and devalue the staff one by one. They will take what functions and make it dysfunctional. Instead of good employees finding ways to be effective, they are finding ways to cope and survive a poisonous environment.

## EMPLOYEE AWARENESS



Right Attitude, Right Results  
27:50

- Explore the origins of your mindsets and belief systems
- Learn how thoughts and beliefs can limit opportunities
- Observe the qualities of a great employee

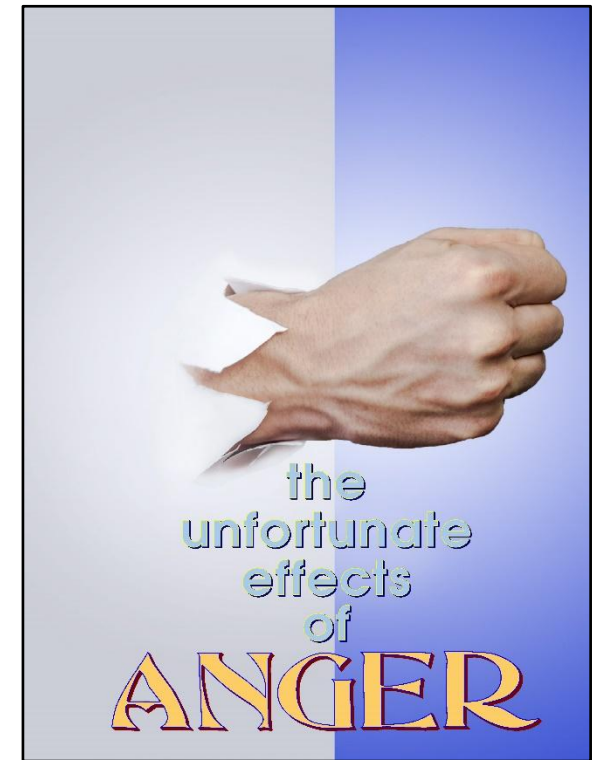
One narrator describes what qualities comprise the human structure while another narrator describes the structure for a successful business, thus we learn the many qualities that comprise both a great employee and a successful organization. See how an ambitious employee knows that learning business skills leads to economic prosperity. See how a practical employee accepts every opportunity to demonstrate their talent and worth. See how a sensitive employee is respectful of coworkers.



Safety in the Workplace  
17:10

- Learn safety questions review while going to work
- Learn the hidden dangers that lurk in the workplace
- Learn to be aware of your surroundings

Much like the traffic on your way to work, there are hidden dangers in the office that can have significant impact. For the safety of yourself and others, it is important to be aware of your surroundings. The office building is not a sterile working environment and common workplace hazards can be extra dangerous when you ignore them. If you *do not* have a safety program, start one. If you *do* have a safety program, enforce it. Remember, awareness is a choice. Choose to be safe.

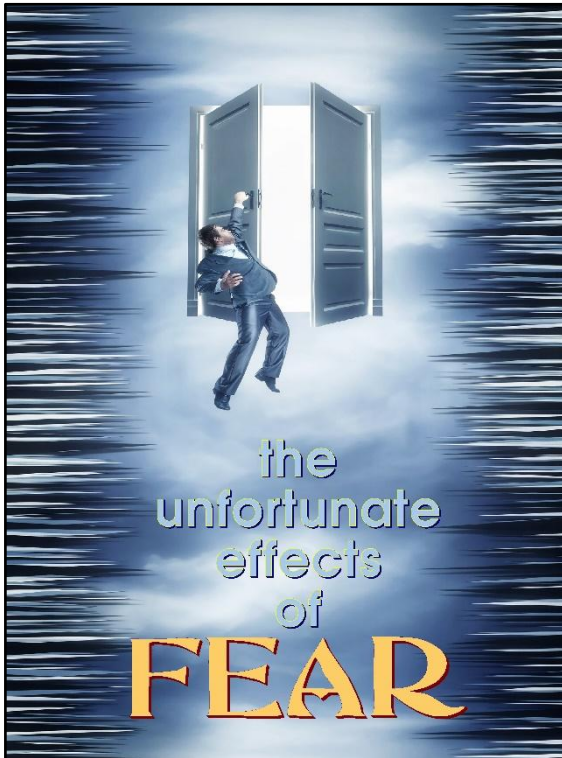


The Unfortunate Effects of Anger  
20:10

- Distinguish facts from myths about anger
- Discover how anger can affect your health
- Learn effective techniques to manager your anger

It is essential we understand our emotions. Uncontrolled anger and misplaced aggression are epidemic in this country. Statistics: 77% of students are bullied - whether physically, mentally, or verbally. 71.5 million Americans are affected by bullying in the workplace. Rage in the home, in the office, on the roadway – human beings are an aggressive species. How did we get to be so angry? Explored are negative beliefs that fuel anger.

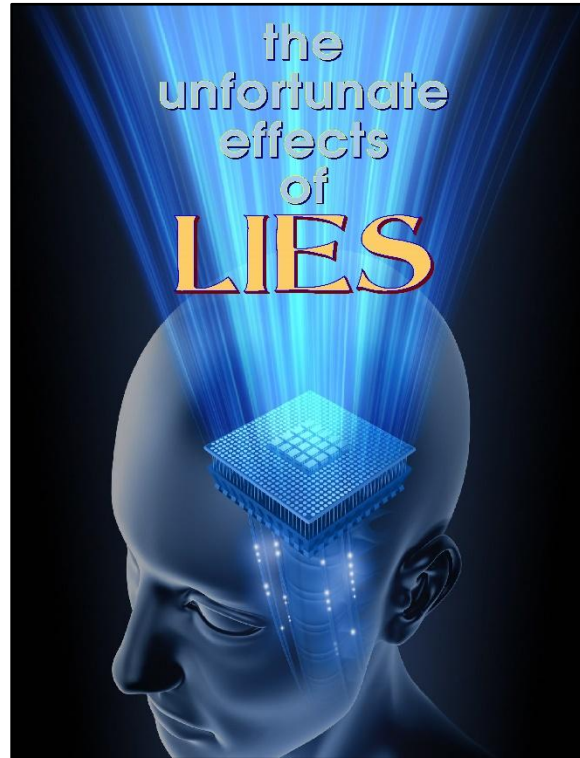
## EMPLOYEE AWARENESS



The Unfortunate Effects of Fear  
22:50

- Discover how fears are developed
- Learn how a worker's fear affects the workplace
- Explore ways and techniques to overcome fear

It is essential we understand our emotions. Fear, even the word scares us. Horror films, ghost stories, the evening news – fear is all around us. For many, fear can paralyze and place great limits on living a fulfilled life. But did you know there is a healthy fear and an unhealthy fear? The goal is not to get rid of fear because fear is a tool that can do good. The goal is to first acknowledge our fears and phobias, then learn ways to eliminate these delusions.



The Unfortunate Effects of Lies  
18:55

- Observe the history of lying and why we lie
- Learn how lying affects relationships and your job
- Explore effective ways to eliminate the use of lying

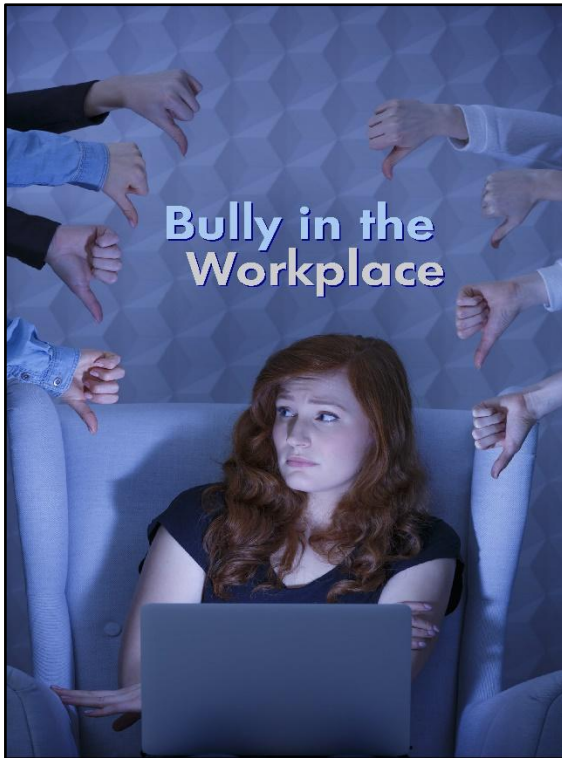
Since the dawn of humankind, to avoid confrontation or embarrassment, our ancestors had to learn how to cooperate. In order to survive, they found a powerful tool that would get results by conveying a false impression. They discovered lying. It is ironic. We value honesty yet we can be so sneaky. We value truth yet lying is the number one reason people lose trust. Why do we do it? See if telling the truth can make you healthier.

# PowerSplash Project



**Employee Excellence Series**

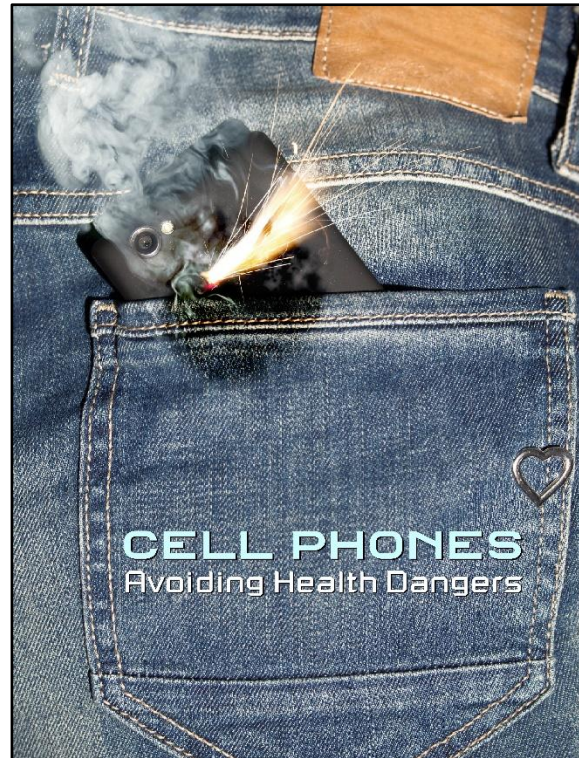
## EMPLOYEE EXCELLENCE



**Bully in the Workplace**  
5:50

- Learn the traits of a bully
- Learn how to manage a bully
- Learn how managers can eradicate bullies

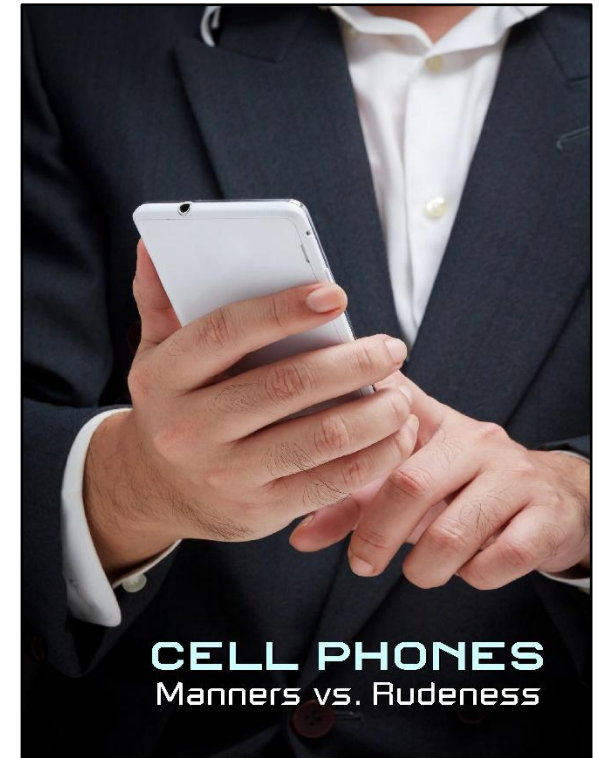
Some bullies are obvious. They may throw things, slam doors, insult others and be rude. Others may be much more subtle. While appearing to be courteous and reasonable on the surface, they are actually engaging in vicious character attacks and fabricating lies. The bully has never learned to accept responsibility for their behavior. Bullying is not about a clash of personalities or a simple misunderstanding. Unfortunately, bullies are poorly developed people and use surprise to gain leverage.



**Cell Phones: Avoiding Health Dangers**  
5:15

- Learn health statistics of cell phone use
- Learn when and when not to use a cell phone
- Learn remedies for cell phone addiction

As with most inventions, necessity creates demand. And nothing proves that more than the advent of the cell phone. And with progress comes responsibility. Things we take for granted can easily become abused. There are more than two hundred billion cell phones worldwide. Did you know that a cell phone exposes you to a form of electromagnetic radiation called "radiofrequency" energy? In fact, scientists suspect this radiation known as RF may increase the risk of brain cell damage leading to tumors.



**Cell Phones: Manners Vs Rudeness**  
5:20

- Learn the negative impact of cell phone use
- Learn the positive impact of cell phone use
- Learn cell phone etiquette

No one owns the planet. We share it. And with such insight, perhaps we should consider politeness, consideration, and compassion. Cell phones are a marvelous invention; however, if their use causes carelessness, excessive stress, and inconsideration, it can be seen as a nuisance, a health hazard, and a deadly distraction. It seems simple awareness will keep us from losing additional freedoms. If comparing rudeness with manners, cell phones rank supreme in terms of rudeness. See how.



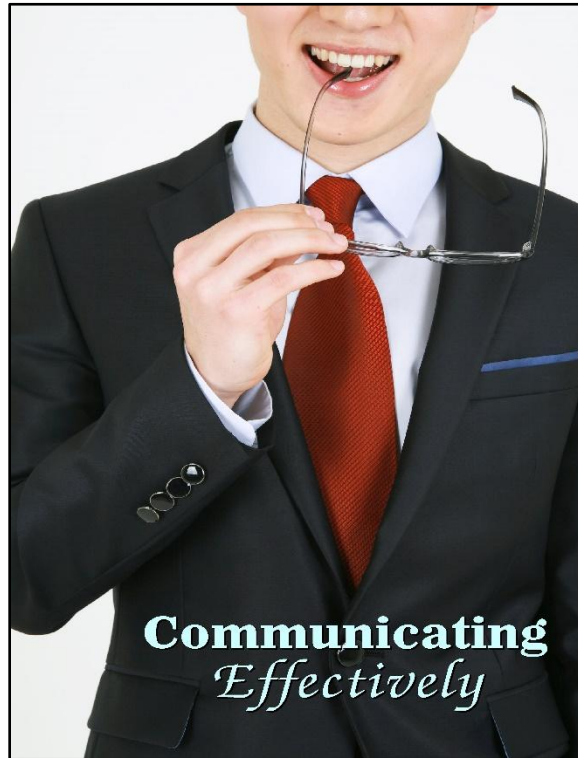
# EMPLOYEE EXCELLENCE



Cell Phones: Workplace and Driving  
5:11

- Learn statistics of texting and driving
- Learn proper cell phone use in the workplace
- Learn tips to ensure safety when using a cell phone

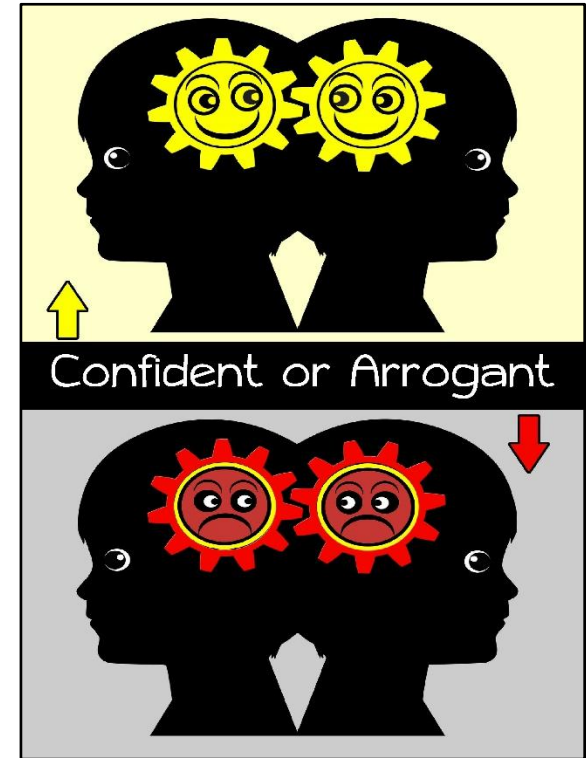
Driving a vehicle is a major responsibility. Driving safely should be the number one concern for every driver. And yet, despite the risks of injuring oneself, a passenger, a pedestrian or those in another vehicle, the majority of teen drivers seem to ignore cell phone driving restrictions. Talking on a cell phone while driving can slow your reaction time. Employers are encouraged to create policies that ensure their employees with company vehicles receive guidelines for cell phone use.



Communicating Effectively  
4:30

- Learn the art of effective communication
- Learn what leads to conflict
- Learn the power of your actions and words

Words create impressions, images, and expectations. They influence how we think. Words can inform, words can hurt, and words can reassure. There is a powerful connection between the words we use and the results we get. Poorly chosen words can hamper enthusiasm and affect self-esteem. Well-chosen words can motivate and encourage thinking and creativity. What you write and what you say can have a lasting imprint on others. One of the most difficult skills to acquire is effective communication.



Confident or Arrogant  
4:30

- Learn how confidence is essential in the workplace
- Learn how confidence creates and arrogance destroys
- Learn how to interact with arrogant employees

Confidence is essential in the workplace. Confident people are comfortable in their own skin. Their confidence is grounded in experience and a sense of self-worth. Their words and actions are inspiring. Arrogance, on the other hand, is destructive in the workplace. Arrogant people are not comfortable in their own skin and are often insecure. Their arrogance is an over-inflated sense of their position and power. Their words and actions show they are above everybody else.

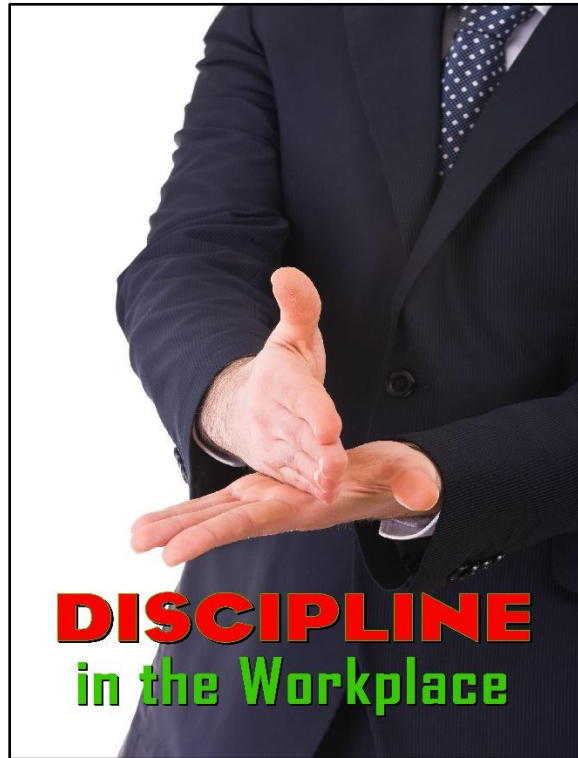
## EMPLOYEE EXCELLENCE



Cyber Security  
4:50

- Learn about a cyber defense training program
- Learn about hackers and data breaches
- Learn about security solutions

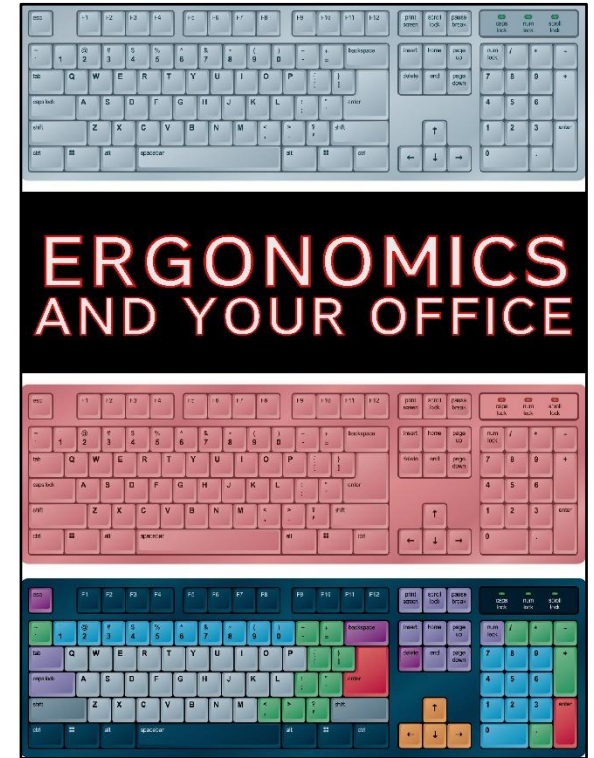
Americans are more worried about cybercrime than being a victim of violent crime. And with good reason. Any computer connected to the internet is vulnerable, and most users are not trained to avert cyberattacks. Hackers are becoming more sophisticated in their attempt to confiscate email accounts and employee data. When your employees are at risk, your business is at risk; and organizations need to be one step ahead of the criminal wave. Learn about security solutions available to you.



Discipline in the Workplace  
5:35

- Learn it is better to correct behavior than punish
- Learn when disciplinary action is needed
- Learn how to investigate and start a report

A good manager knows that disciplining employees is part of the job. A great manager knows the purpose of discipline is to correct behavior instead of punishing or embarrassing an employee. Indeed, most employees strive for excellence – and they greatly benefit from guidance and understanding instead of diminishing remarks or threats. Employees need regular feedback on what they are doing right or wrong. An employee manual and training sessions are essential to give an employee every opportunity to succeed.

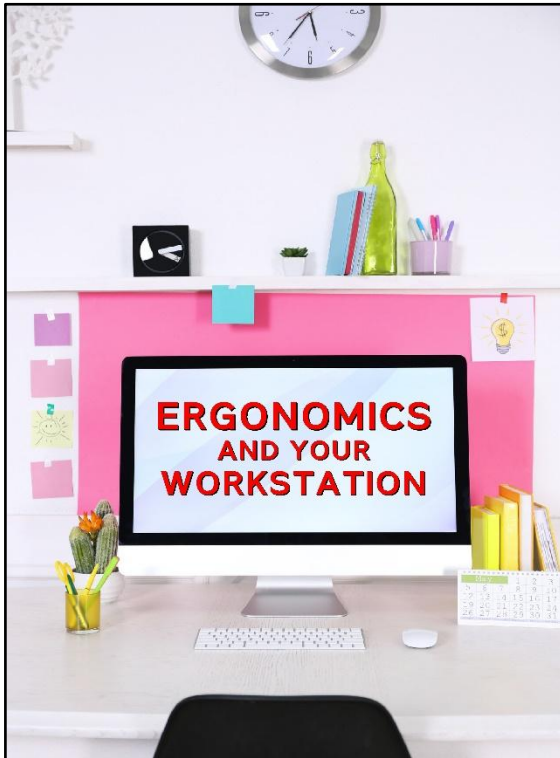


Ergonomics and your Office  
6:30

- Learn about proper lighting, temperature, and sound
- Learn the components of a good training program
- Learn how ergonomics will improve morale

Ergonomics is the science of making things comfortable and efficient. The purpose of an ergonomics program is to reduce or eliminate hazards that contribute to the development of Cumulative Trauma Disorders; disorders caused by repetitive motions. Serious problems may result when a certain muscle or tendon is overused. As people and jobs are different, solutions vary by individuals. Therefore, we will provide general guidelines, and it is up to your manager to decide what actions are appropriate.

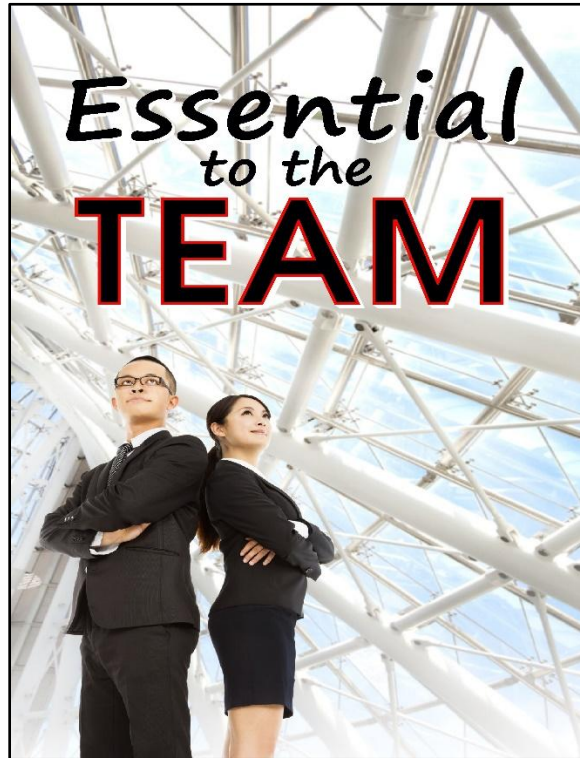
## EMPLOYEE EXCELLENCE



Ergonomics and your Workstation  
6:35

- Learn successful methods to set-up your workstation
- Learn tips to performing safely in your workstation
- Learn the importance of good ergonomic practice

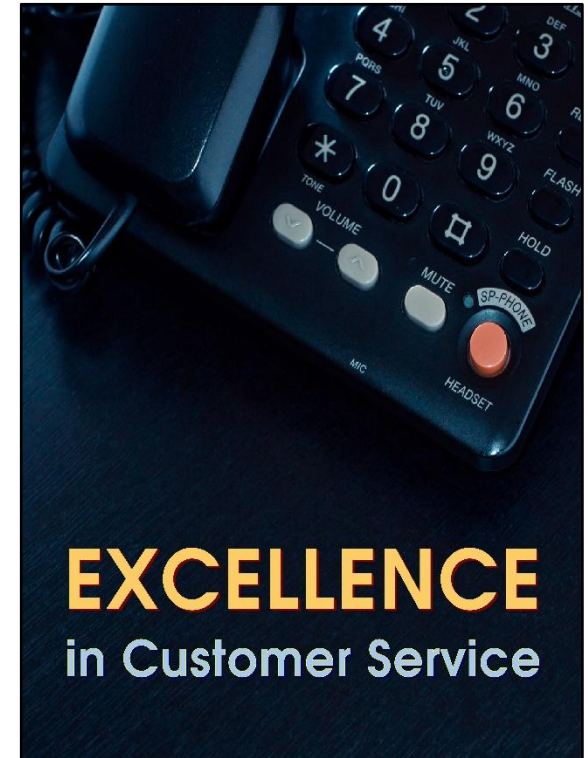
According to the U.S. Bureau of Labor Statistics, nearly 2/3 of all occupational illnesses reported were caused by exposure to repeated trauma to a worker's upper body (the wrist, elbow, or shoulder). Musculoskeletal disorders including carpal tunnel syndrome affect 7% of the working population. They account for 14% of physician visits and 19% of hospital stays. 62% of those afflicted report some degree of limits on activities. Almost half of all carpal tunnel cases result in 31 days or more loss of work.



Essential to the Team (Short Version)  
6:00

- Learn the concept of teamwork
- Separate facts from myths about teamwork
- Learn how to resolve conflicts

It is one thing to call a group of individuals a team. It is another thing for that group of individuals to actually function as a team. Teamwork is the concept of people working together cooperatively. A team is worth more than the sum of its parts. No one does it alone. Successful team players listen instead of assuming. Successful team players are assertive instead of aggressive. Successful team players use tact instead of bluntness. Successful team players value the diversity that comprises their team.



Excellence in Customer Service (Quiz Version)  
7:15

- Explore ways to manage difficult people
- Learn how to improve the creating of emails
- See how one's personal behavior reflects the company

Customer service is the art of politely listening and responding to the needs of the valued customer in a professional and timely manner. Good service with a kind, understanding voice will exude confidence and compassion to the customer. Even the most difficult customer can benefit from your tact, poise, and steadiness. A good attitude makes all the difference and sets an organization way above its competitors. Topics include phone presentation, emails, faxes, and manners.

## EMPLOYEE EXCELLENCE



**First-Time Manager Tips**  
7:12

- Learn the four components to effective management
- Learn what behaviors to avoid
- Learn how to build a healthy workplace culture

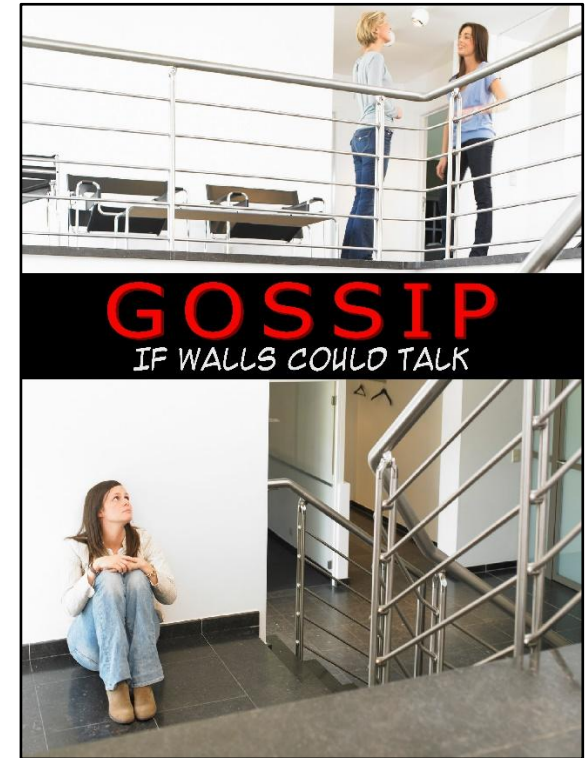
Congratulations, you have been selected to be a manager. Some get there by accident, others work their way up the ladder. But now that you are there, it is no longer about you, it is about your team. And you have a new challenge, you must prove your effectiveness to your former peers and to your new hires. A first-time manager will discover it takes time to find your footing and know your direction. The best advice is to be patient with yourself and your team as you both create a productive and sustainable workplace.



**Go Green at Work**  
7:05

- Learn how organizations generate waste
- Learn the benefits of going green
- Learn how to reduce waste in the office

The environment has been abused for a long time and it is not as resilient as we once thought. Every business generates waste – and it costs money. Individuals and businesses are now finding ways to improve recycling, reduction in energy use, emission reduction, and reduction in the use of aerosols. Whether going green is individual or business-based, the savings benefit the community, the environment, and the planet.



**Gossip (if walls could talk)**  
5:45

- Learn the harmful effects of gossip
- Learn the two ways to looking professional
- Learn how to manage information passed onto you

We live in a society that is fascinated with the private lives of other people. Conversation around the water cooler has expanded to emailing and instant messaging. It is easier and faster now to convey a message that is constructive or destructive. True, it can be said that coworkers often spend more time at work than they do with their families; but it is important to avoid the temptation of getting too personal while at work. Be in the middle of a work assignment than in the middle of a gossip session.

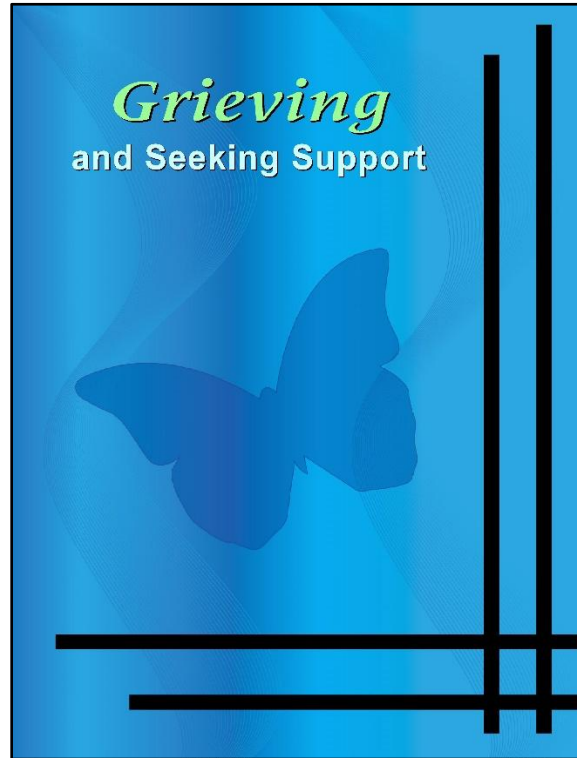
## EMPLOYEE EXCELLENCE



Gossip Impacts the Team  
6:15

- Learn the different forms of gossip
- Learn how malicious gossip can affect the workplace
- Learn how to manage gossip at work

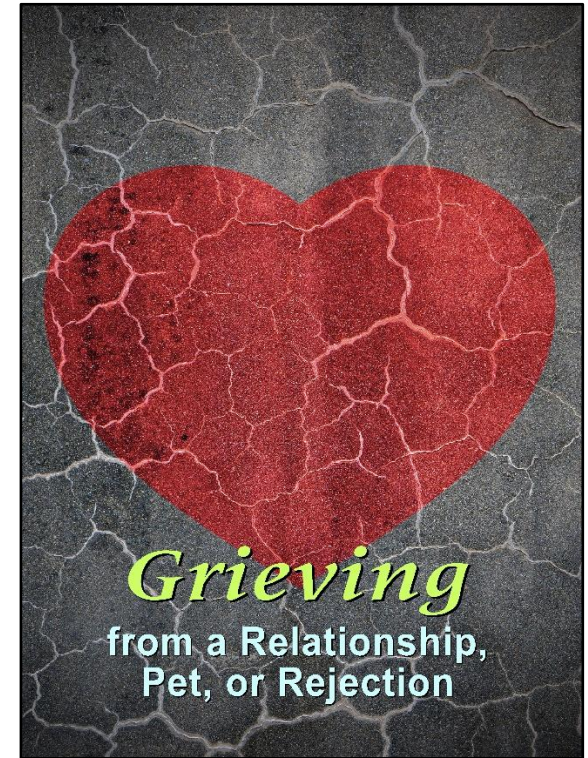
People are naturally curious about one another and gossip provides an opportunity for people to bond. Most people gossip as a way of sharing without intent to harm; however, speaking words that diminish the worth of a coworker, not present in the conversation, is harmful gossip. In fact, slander is used to destroy people's reputations. Malicious gossip is expressed with a deliberate desire to do harm. Generally, they lack power and want to establish an identity.



Grieving and Seeking Support  
4:12

- Learn the natural reactions to death
- Learn the importance of seeking help and support
- Learn the benefits of bereavement counseling

Sadness, anger, confusion, and emptiness are natural reactions to death. Grief is not considered a mental disorder. However, grief and depression share a number of similarities such as sorrow, insomnia, loss of appetite, excessive sleeping, and over-eating. If these feelings or symptoms go on for an exceptionally long time, and if you feel you are not coping very well with grief, it may be worth seeking additional support. A better understanding of the mourning process could be provided through bereavement counseling.

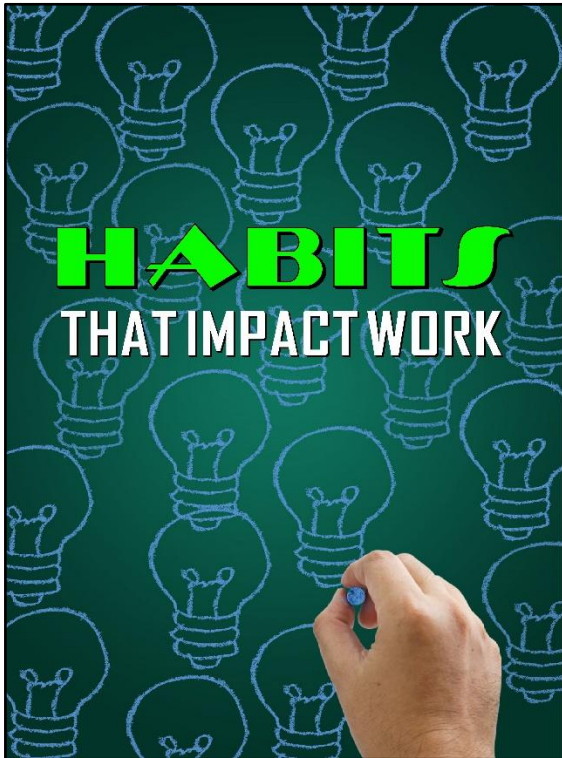


Grieving from a Relationship, Pet, or Rejection  
5:45

- Learn valuable processes to manage your grief
- Learn valuable suggestions on how to move on
- Learn how to manage rejection

In the circle of life, death is certain. In day-to-day life, rejection is possible, if not common; and good coping skills will keep your dignity and confidence intact. People have said that the grief of death may be easier than grief from a divorce because death is not a choice but someone chose to divorce. Our animal friends are beloved members of the family. And it is natural to be stricken by grief and sadness when a pet dies. There are those that may not understand the attachment between a family and their pet.

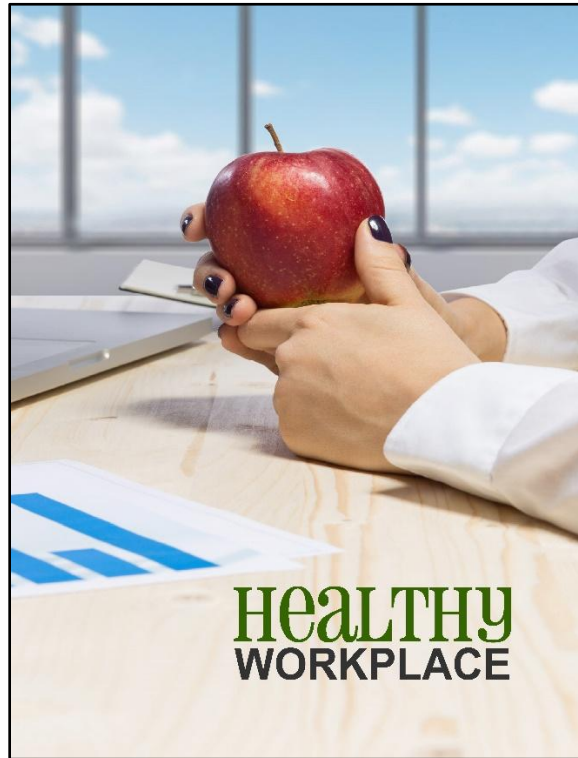
## EMPLOYEE EXCELLENCE



Habits that Impact Work  
5:25

- Learn the Top 40 Most Annoying Habits
- Learn how to turn poor habits into good habits
- Learn how to create a workplace free of distractions

For millions of Americans in the workplace, sharing an office with an annoying coworker can be stressful. In fact, the habits of an annoying coworker are the number one source of stress. Good people can have annoying habits. Of course, what is annoying to one may be endearing to another. But a productive work environment should be free of unnecessary distractions. Support your employees with quiet and consideration.



Healthy Workplace  
4:50

- Learn how to create a germ-free office
- Learn how a manager sets the example
- Learn the importance of a healthy outlook

It is essential to create a germ-free office. Did you know the average office desk harbors hundreds of times more bacteria per square inch than an office toilet seat? Indeed, a dirty workspace could make you and your coworkers' sick. Workplace wellness makes good business sense. It increases morale and productivity, lowers health costs, and reduces absenteeism as well as injuries. Remember, workplace wellness supports well-being.



Humor, Sarcasm, and Conflict  
4:25

- Learn the importance of fun and humor at work
- Learn the fine line between humor and rudeness
- Learn the harm of sarcasm among team members

As a manager, I have learned it is helpful to add a level of playfulness to everyday tasks. It is clear that employees who have fun on the job are more creative, make better decisions, and have a good relationship with their coworkers. Strive to minimize boredom and fatigue; and laughter can reduce stress and boost morale but only if appropriate and tasteful. For example, sarcasm and teasing tends to be negative, often coming from a place of hostility.

## EMPLOYEE EXCELLENCE



Interviewing Job Candidates  
5:20

- Learn how to advertise for candidates
- Learn how to prepare for an interview
- Learn how to conduct an interview

From job description to job fulfillment, the process of interviewing job candidates and hiring the right one is quite a responsibility and takes practice and skill. There are six components to the hiring process: job description, job advertisement, applicant selection, job interview preparation, job interview techniques, and job hiring or rejection. So many problems in the future can be prevented by hiring the right employee today. It is important to hire people with the right attitude and talent.



Office Humor  
4:50

- Learn the benefits of fun and humor at work
- Learn the liability of inappropriate humor
- Learn how to tell a joke

We need laughter to get through the day. Laughter can function as a coping mechanism to reduce stress. Laughter increases endorphins, increases disease fighting antibodies, increases your intellectual performance, boosts your information retention, strengthens your immune system, and lowers blood pressure. Laughing can bring people together and strengthen relationships. But what is funny to one person may be offensive to another. No one wants their appearance or opinions to be mocked.



Organization Culture for Learning  
2:35

- Learn the importance of transformational learning
- Learn the benefits of a transformative culture
- Learn how to create a culture of learning at work

Learning is a natural process. Transformational learning is the expansion of one's beliefs and mindsets. It challenges how we see and do things. The problem with the status quo is that it avoids examination and may hamper growth. We all need to continuously learn, improve, and adapt. Organizations with a transformative culture stay relevant and thrive. Employees learn about their job positions, job skills, rules and regulations, and policies and procedures. They are elevated and motivated as a worker.

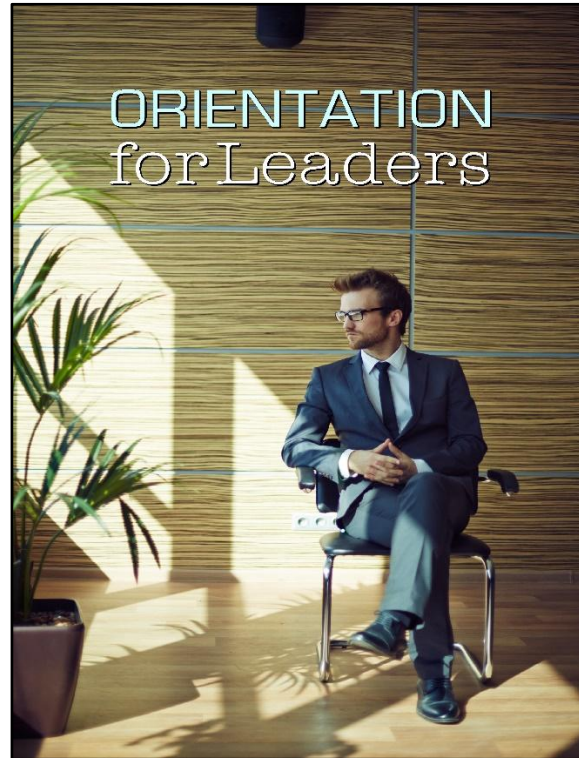
## EMPLOYEE EXCELLENCE



**Organizing your Workspace**  
6:50

- Learn how to organize your desktop
- Learn how to create an effective filing system
- Learn how to remove clutter from your workplace

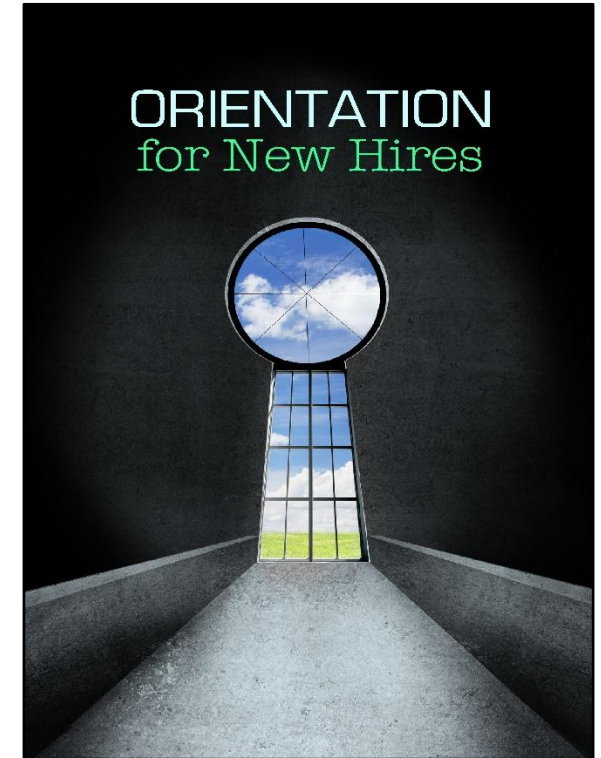
In every moment, you can savor time or squander time. Did you know the average executive wastes six weeks a year searching for paper? It is essential to organize your workspace as well as your thoughts. Put everything in its place and think positive. Starting with your desk, only keep things you constantly need. Work needs space and most of the clutter on your desk is probably paper – and a cluttered desk could affect your energy as well as your time. Your desk is for doing work, not storing work.



**Orientation for Leaders**  
5:35

- Learn the basics of good leadership
- Learn the basics of a good orientation program
- Learn how to create an effective work schedule

A good leader is sensitive to the needs of their staff. They know employees perform at their best when they are happy, knowledgeable, and motivated. They treat their employees with respect and as a valued member of the team. They know good relationships are based on trust and honesty. Most importantly, a good manager sets an example of appropriate behavior and commitment to excellence. Good managers are made, not born. Learn from their experience.



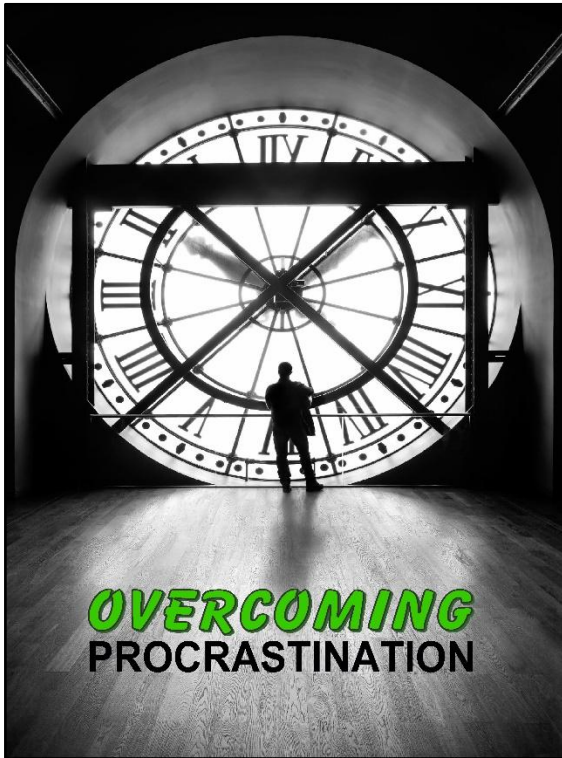
**Orientation for New Hires**  
6:00

- Learn three important components of business
- Learn about skills, behavior, and relationships
- Learn how to be an exemplary employee

Whether on-line or in-store, selling a product or performing a service, companies that put their employees first are usually the most successful in reaching their long-term goals. Most successful organizations thrive on good management and employee relations. Managers deserve your respect and a good day's work. The employee deserves to be treated as a valuable member of the team. The world of business takes a lifetime of education.



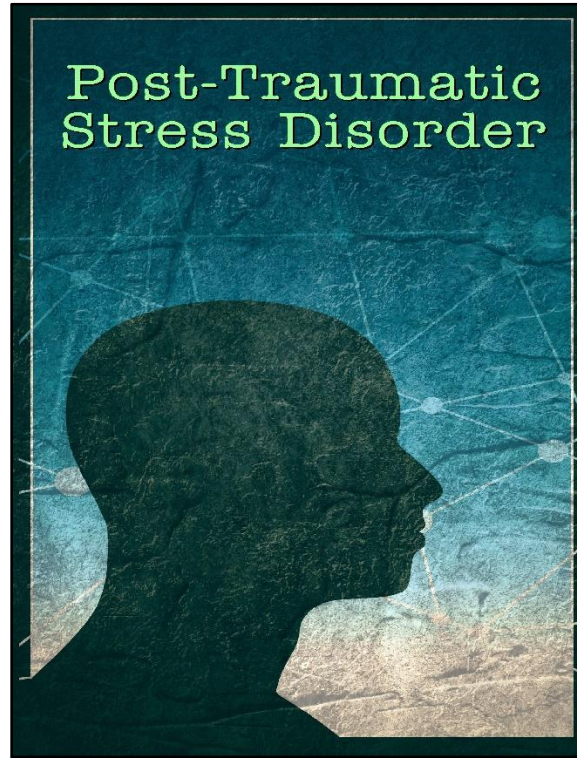
## EMPLOYEE EXCELLENCE



Overcoming Procrastination  
5:57

- Learn how to overcome procrastination
- Learn how to create a productive daily routine
- Learn ten tips to keep you on track

We cannot manage time but we can manage ourselves in a timely manner. To achieve productivity is to avoid procrastination. Causes include waiting for the right mood, a fear of failure, a fear of success, undeveloped decision-making skills, poor organizational skills, and perfectionism. The only difference between being busy and being productive is results. Changing the way that you look at things changes everything else around you. Ensure you are professionally trained to perform your duties.



Post-Traumatic Stress Disorder  
6:35

- Learn the symptoms of PTSD
- Learn how PTSD is diagnosed
- Learn the recovery process of PTSD

Disturbing dreams, difficult sleeping, fatigue, mental or physical distress, and feeling emotionally numb are some of the symptoms people experience when they have lived through a traumatic event such as combat, terrorist attacks, child sexual or physical abuse, sexual or physical assault, harassment, serious accidents, or natural disasters. After the event, a person may feel scared, confused, or angry. These strong emotions caused by the horrific event create changes in the brain that may result in PTSD.

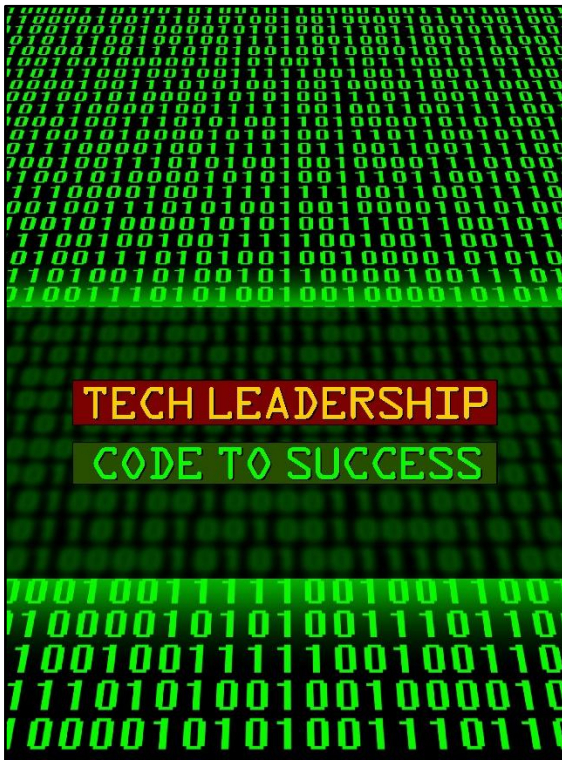


Safety from Home to Work  
5:10

- Learn safety questions to ponder while going to work
- See the hidden dangers that lurk in the workplace
- Learn the how to be aware of your surroundings

Much like the traffic on your way to work, there are hidden dangers in the office that can have a significant impact. For the safety of yourself and others, it is important to be aware of your surroundings. The office building is not a sterile working environment. Common workplace hazards can be extra dangerous when you ignore them. If you do not have a safety program, start one. If you do have a safety program, enforce it. Awareness is a choice. Choose to be safe.

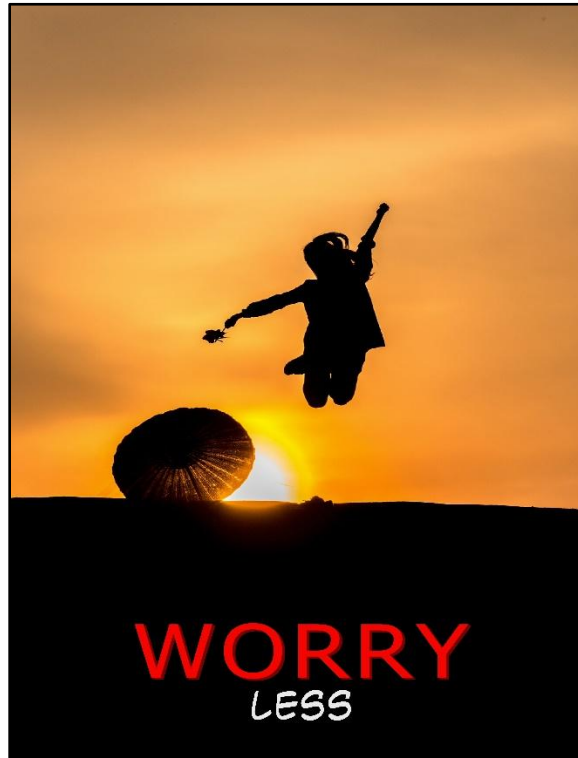
## EMPLOYEE EXCELLENCE



Tech Leadership Code to Success  
3:35

- Learn the components of great leadership
- Learn how to build great teams
- Learn the importance of a self-starter mindset

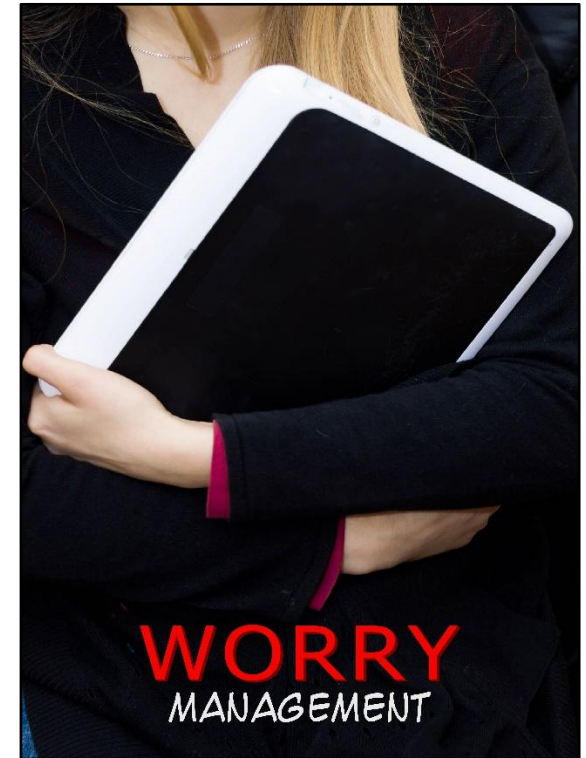
IT is the use of any computers, storage, networking and other physical devices, infrastructure, and processes to create, process, store, secure and exchange all forms of electronic data. The IT Leader must bring all of the workers together; and the Leaders must have knowledge and experience to become a well-rounded professional. Successful management is the key to success of any organization and the IT Leader must be a visionary, a project manager, and a specialist in operational excellence.



Worry Less  
4:30

- Learn how worrying affects our emotions
- Learn how to shift a worry to a concern
- Learn a unique perspective about control

Worry is conditioned. Worrying is when you think about negative things that may or may not happen in the future. It consumes precious energy and is the easiest way to ensure unhappiness in the present moment. So why do we allow this feeling of anxiety to overwhelm us? Fear of the unknown. Fear the worst will happen. There are sensible concerns and senseless worries. Sensible concerns help you be alert and informed. Senseless worrying causes you to feel anxious.



Worry Management  
6:40

- Learn how to manage what others think of you
- Learn the process to rid worrying in your life
- Learn what we can control in our lives

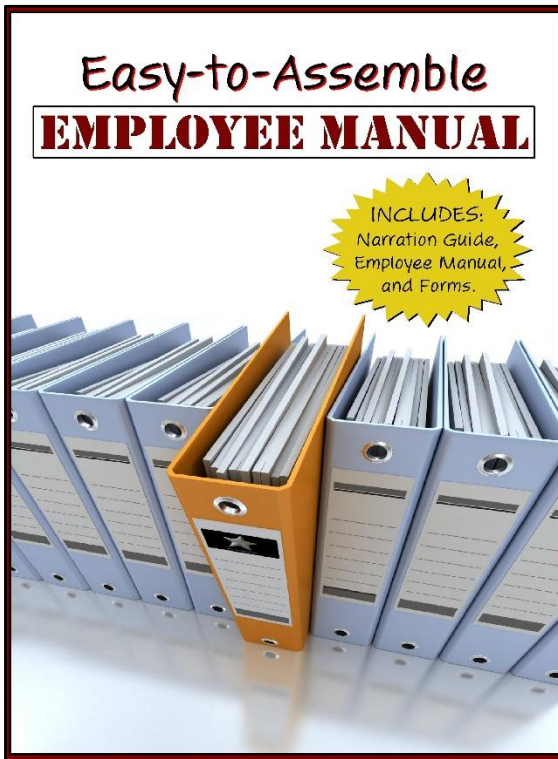
Everyone has opinions and, what is true, the opinions are theirs. And what people think of you is none of your business. So why get involved in unsolvable situations? You are who you are. You know your strengths and you know what needs improving. Do not let the opinions of others affect your self-esteem, your decisions, or goals. Be confident in your actions. Be aware of your emotions. Focus and choose wisely. Ask yourself if you are going to allow others to make your life less enjoyable.

PowerSplash Project



**Employee Manual Series**

# EMPLOYEE MANUAL



Easy to Assemble Employee Manual  
17:10

- Learn the importance of creating an employee manual
- Learn how to proof and modify an employee manual
- Learn the importance of acknowledgement forms

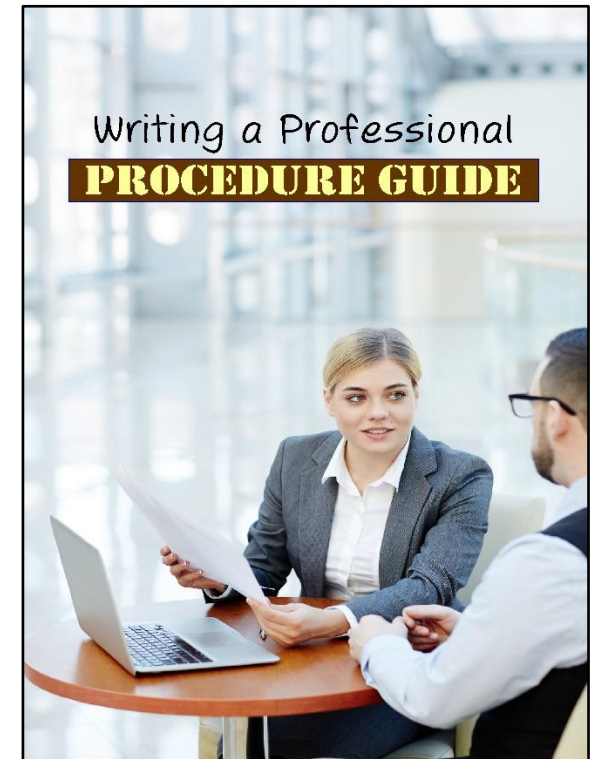
Every organization needs a constitution, a foundation of its workplace which governs its employee-employer relations. The employee manual lays the groundwork for work behavior, policies, and standards. Think of your manual as a living, breathing document that should be evaluated, modernized, and updated often. At all times, the employee manual should be friendly using clear, precise language. Valuable templates are provided.



Writing a Professional Job Description  
7:00

- Learn why a company should have job descriptions
- Learn how to create job descriptions for staff
- Learn how to create job descriptions for HR Directors

No matter the era, no matter the technology, successful companies are organized. A job description is essential in every organization and should reflect the nature of the job and duties for a specific role. Think of a job description as a blueprint. The form should be brief, precise, use gender-neutral language, and omit unnecessary words. There are two parts to the job description: HR hiring guidelines – and employee guidelines for performing. Templates are included.

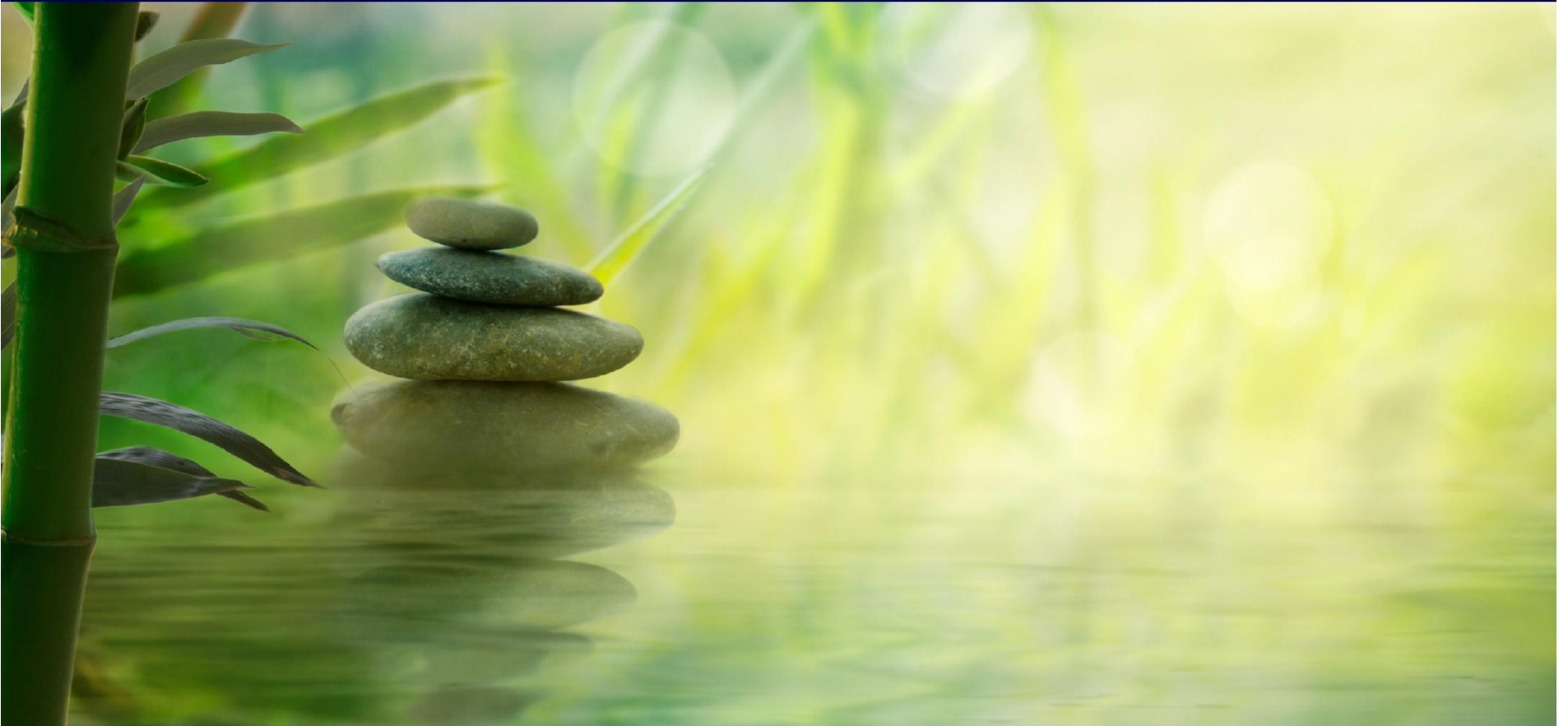


Writing a Professional Procedure Guide  
3:35

- Learn why a company should have procedure guides
- Learn how to create procedure guides for job tasks
- Learn how these forms save time for the company

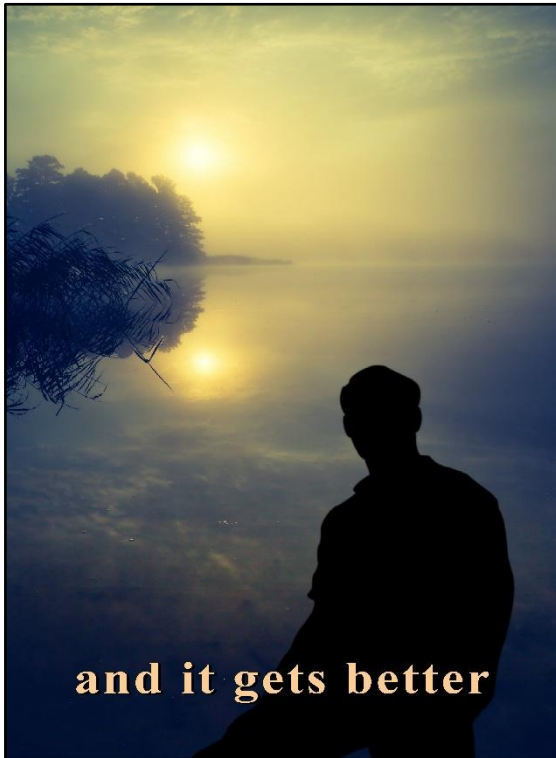
A standard operating procedure (or procedure guide) for each work task is essential in every organization. Every procedure must be documented for easy reference, product/service consistency, and company sustainability. A procedure guide ensures compliance standards and safety practices are met. A company needs to have every employee on the same page, especially when an employee is absent or ill. Templates are included.

PowerSplash Project



**Healthy Body and Mind Series**

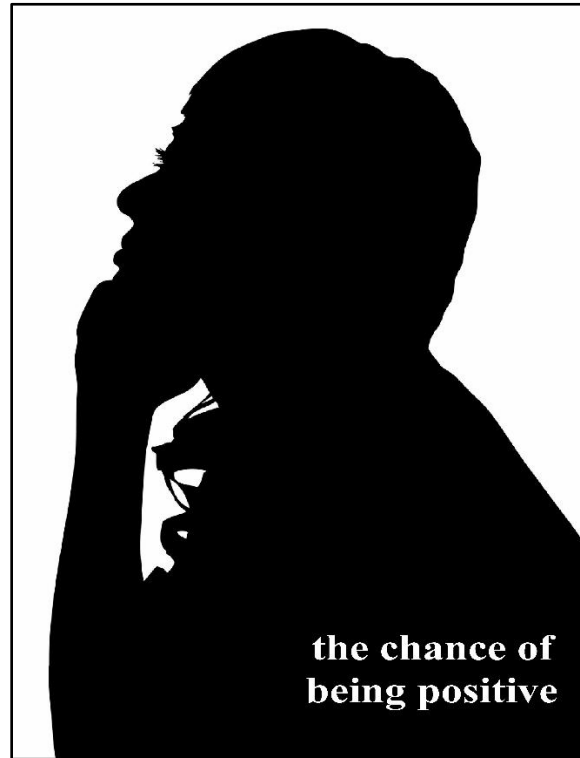
## HEALTHY BODY AND MIND



And It Gets Better  
5:30

- Explore ways to move through depression
- Observe a positive perspective visualization
- Remind yourself that you are here for a reason

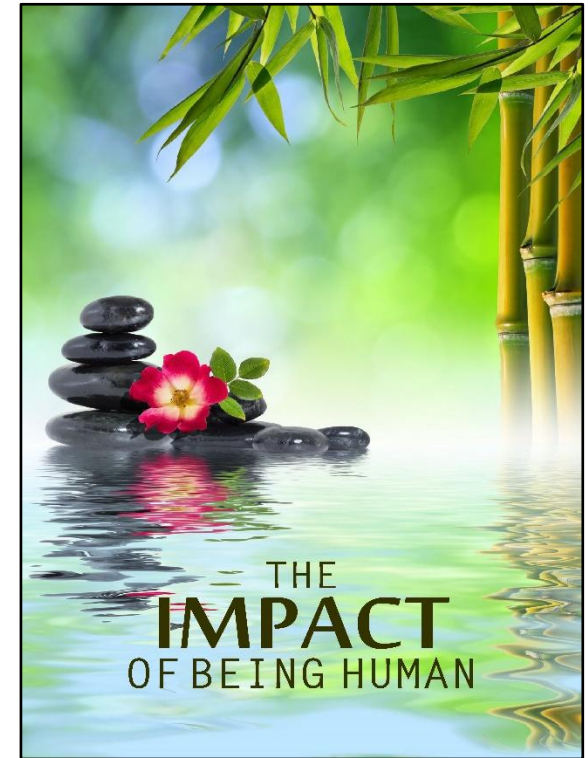
A sincere, touching, reassuring film for anyone feeling overwhelmed, bullied, or severely depressed. Sadness is a normal reaction to stressful events. Depression is more serious than sadness. If untreated, it can be a recurring disorder. Learning skills to manage stress will help you cope and become more resilient. *If you or a loved one are in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK. They are there to help 24/7.*



The Chance of Being Positive  
3:35

- Learn the power of positive thinking
- Learn the power of compassion
- Learn the power of gratitude

An inspiring short film on positive thinking, compassion, and gratitude. It can be said that what we put in our mind at bedtime may well affect our attitude in the morning. The importance of a positive self-image cannot be overstated. Thinking and acting in a positive manner, especially in time of trouble, will help you with coping, reduce stress, and may bring about a higher outcome. *If you or a loved one are in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK.*

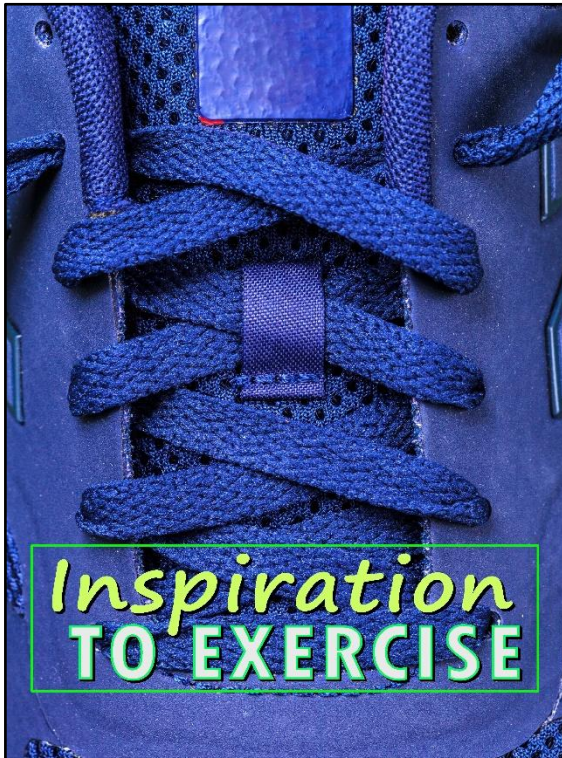


The Impact of Being Human  
30:00

- Learn how the body and brain function
- Observe how to dispel the stigma of mental health
- See how your mental health impacts a community

Award Winning Short Film. An extremely sensitive suicide prevention film contrasts how childhood experiences affect perspectives in adulthood. Learn the reasons for self-loathing, addictions, and why we cannot get what we think we need while, at the same time, widening the context of how we look at ourselves, others, and the world. Learning about yourself has never been easier. Film festivals include Festival of Globe and the Coventry Festival.

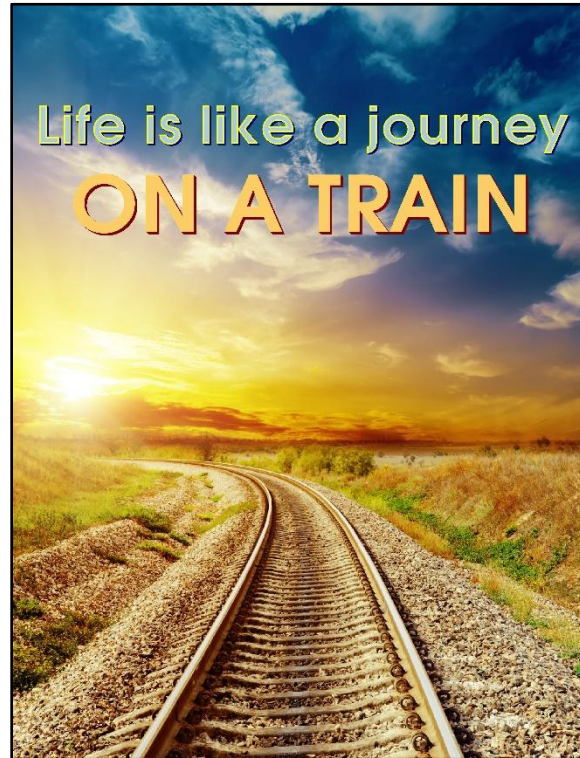
## HEALTHY BODY AND MIND



Inspiration to Exercise  
2:00

- Learn the importance of walking
- Learn the importance of bike riding
- Learn the importance of an exercise program

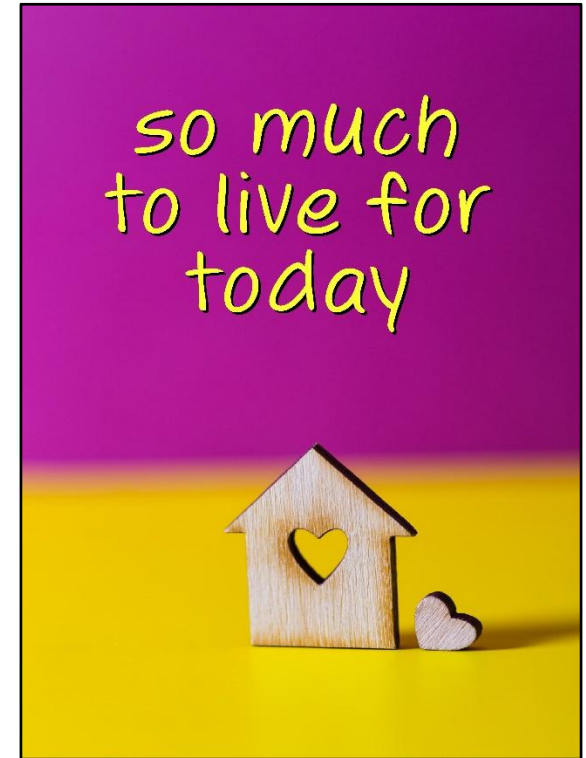
No matter your age, it is sometimes challenging to begin an exercise program. Sometimes what we need is a helpful nudge. Just a little exercise goes a long way. Here is your starting point.



Life is like a Journey on a Train  
2:45

- Learn the basic rules of the track
- Learn the importance of interesting people
- Learn how to contribute to peace

Metaphorically, life is like a journey on a train. Our parents and guardians taught us the rules of the tracks. Going through life, we all strive for connection and purpose. Choices abound as we pass the many stops. The longer the ride, the more the memories. They will bring you comfort when the ride is slow. And remember, many things are up to you. If you see the journey as hopeless, it will be. If you see the journey as hopeful, it will be. It is an adventurous ride.



So much to Live for Today  
1:40

- Learn activities available to you to break depression
- Observe the many things that are waiting for you
- See how fun and recreation can elevate your mood

A truly short film designed to show the vast number of activities that are open to you when you choose. Processing problems are especially important – and so is interaction and exercise. *If you or a loved one are in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK*

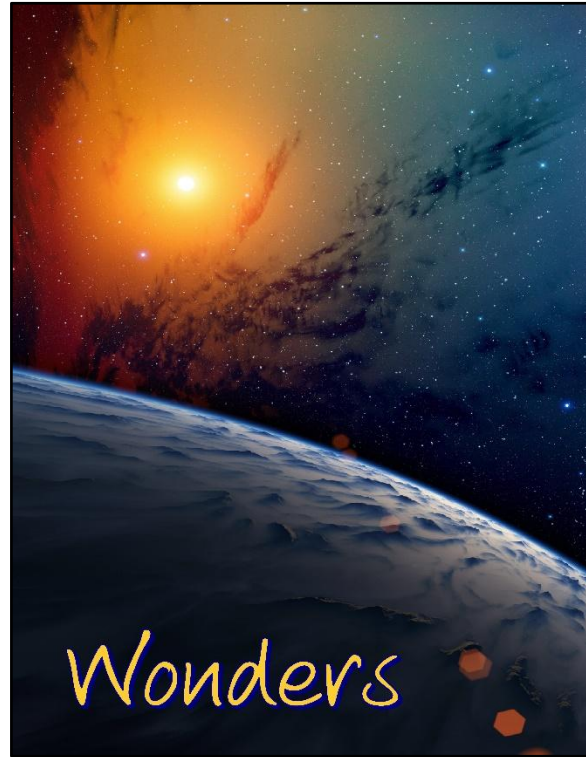
## HEALTHY BODY AND MIND



Swings  
2:37

- Learn how the past impacts our present and future
- Learn how special moments live on
- Learn the importance of treasuring special moments

It is extraordinary how special moments from our past can bring joy to the present. It is essential we cherish the precious moments each day as they will bring contentment in our future.



Wonders  
3:50

- How can we feel more positive in the moment?
- How can we relax and feel more comfortable?
- How can we express gratitude?

A breathtaking visualization of nature's beauty and the precious uniqueness of the human heart. Presented is a life perspective and sensitive training that will reduce stress. Depression is more serious than sadness. If untreated, it can be a recurring disorder. Learning skills to manage stress will help you cope and become more resilient. *If you or a loved one are in emotional distress, please call the National Suicide Prevention Hotline at 1-800-273-TALK.*

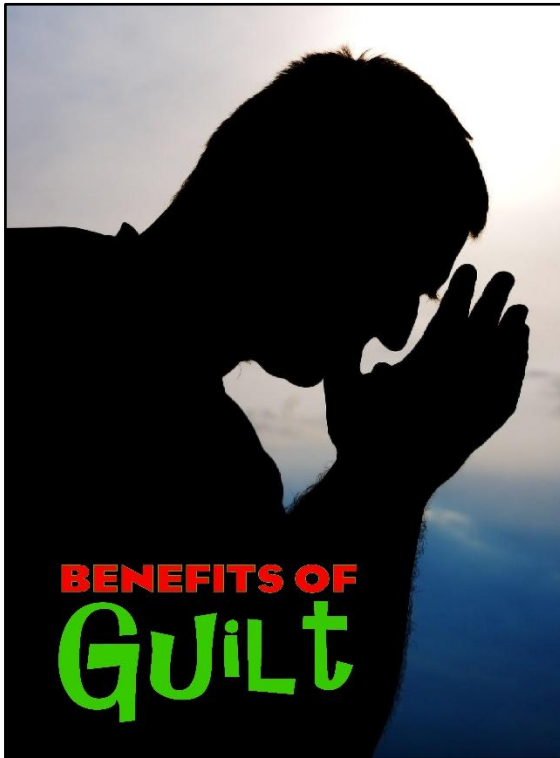


# PowerSplash Project



**One Minute Solutions**

## ONE MINUTE SOLUTIONS



Benefits of Guilt  
1:00

- Learn how guilt sends an emotional warning
- Learn the process of releasing guilt

The ability to feel guilty can be quite beneficial to yourself and the company. Though the feeling is quite unpleasant, it asks how our words and actions impact business and relationships. Unaddressed guilt can create dis-ease within us causing anger and resentment.



Communicating Clearly  
1:00

- Learn the power of communicating clearly
- Learn how to manage opposing views

We all want to be heard, but we should also want to understand. It is useful to clarify and verify ideas before communicating them to another. When conversing, be aware of your tone, your content, and your presentation. How you say things is as important as what you say.



Conflict Awareness  
1:00

- Learn how negative talk is toxic
- Learn to make the workplace pleasant

Poor communication at work could be exhausting and affect your emotional well-being. Negative talk is toxic and can destroy morale. But conflict, in and of itself, is not the problem. It is the tools we use to address the conflict and bring people together instead of tearing them apart.

## ONE MINUTE SOLUTIONS

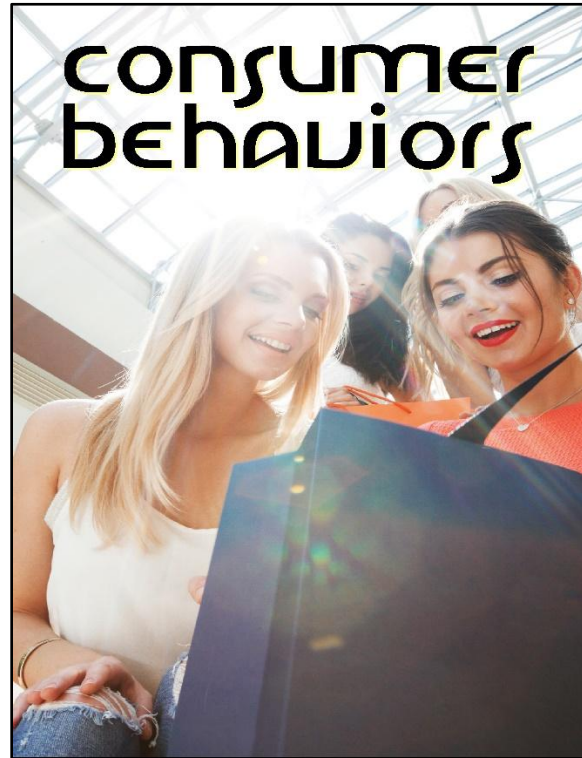


### CONFLICT RESOLUTION

Conflict Resolution  
1:00

- Learn techniques to resolve conflicts
- Learn the importance of respect

There is a conflict. What do you do? The action you take will either escalate or deescalate the situation. Learn the ten steps to resolving a conflict with a win-win outcome. And sometimes an agreement cannot be reached and you have to let go and respectfully agree to disagree.

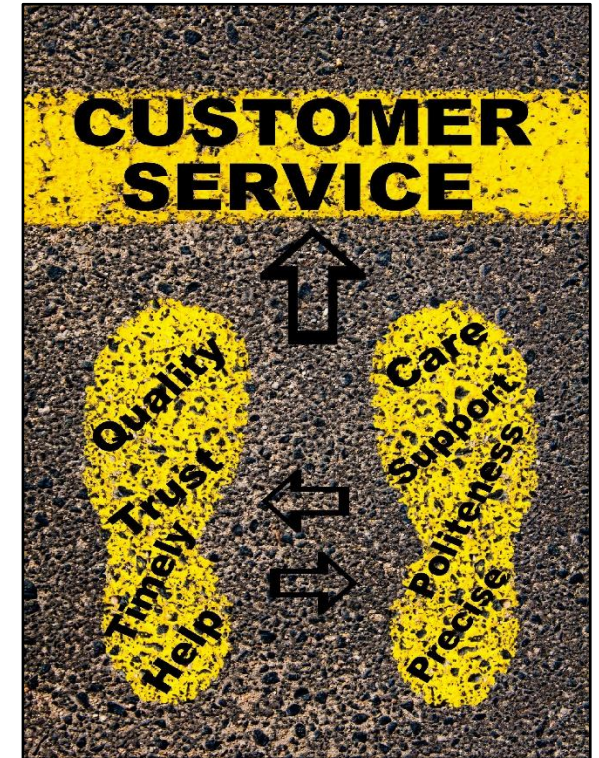


### CONSUMER BEHAVIORS

Consumer Behaviors  
1:00

- Learn what displeases consumers
- Learn the potential for increasing profits

With an estimated six trillion available for purchasing worldwide, companies should pay attention to consumer behaviors. The probability of selling to a new prospect is 5-20%. Price is not the main incentive for consumers, it is the quality of service.



### CUSTOMER SERVICE

Customer Service  
1:00

- Learn the basics of good customer service
- Learn the importance of follow-up

The customer service team is the face of your company. To retain quality service, they convey up-to-date knowledge in a friendly and sincere manner. It is essential to cultivate a culture of cooperation and collaboration whereby current information is aggregated in a centralized system.

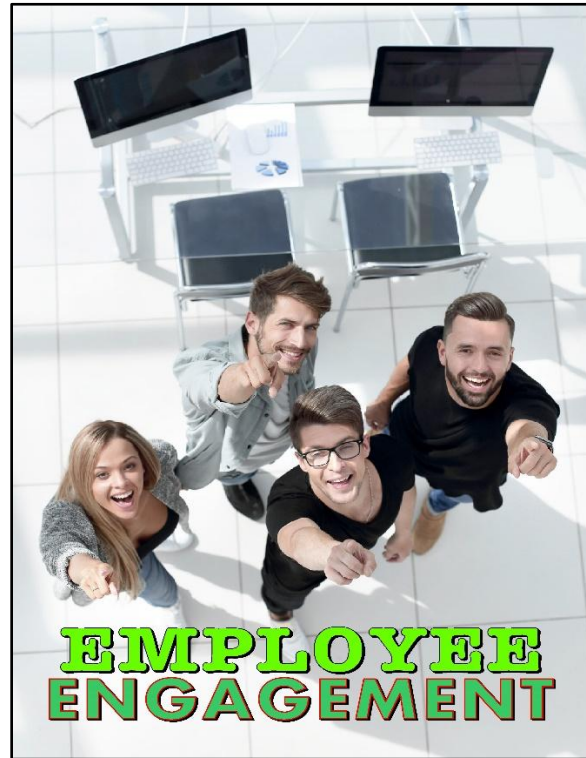
## ONE MINUTE SOLUTIONS



Dealing with Complaining  
1:00

- Learn how to understand one who complains
- Learn how to support yourself

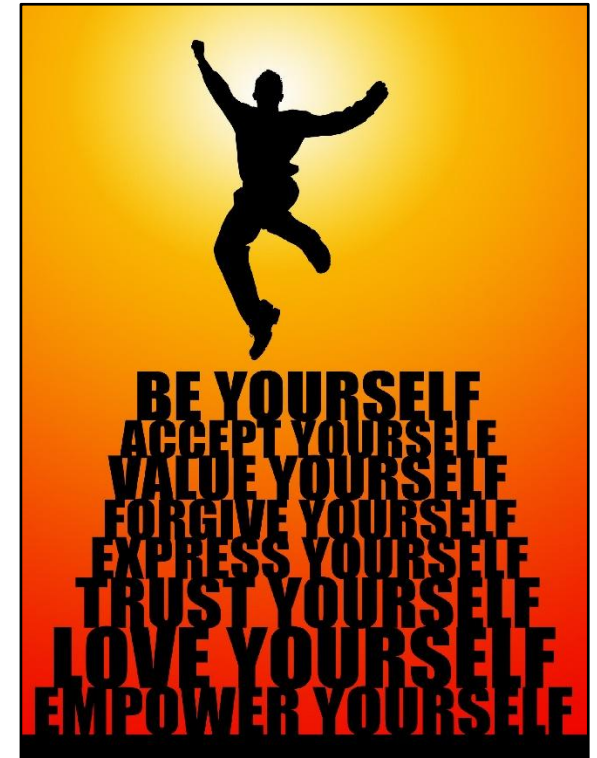
The footsteps of a chronic complainer coming toward you could cause stress. It is important to learn ways to manage an uncomfortable situation. Support yourself by knowing you are not responsible for fixing someone else and do not let their negative reality become your reality.



Employee Engagement  
1:00

- Experience a fun social exercise (in person or online)
- Learn the importance of communication skills

Developing effective communication skills and having people comfortable in your presence is the key to having a good relationship with others. Employees greatly benefit from respect, feeling important and relevant. And it takes interaction to build trust. Have fun getting to know your team.

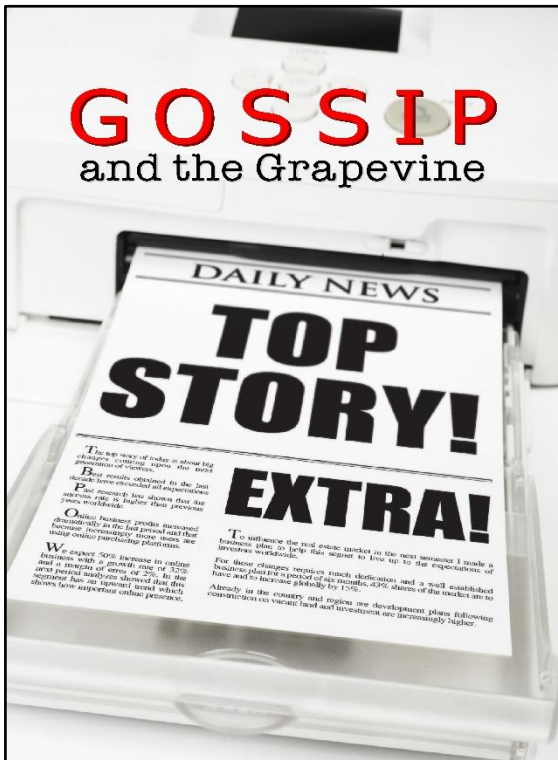


Empower Yourself  
1:00

- Show you are able and intelligent
- Show you can make the right decisions

Empowerment tells the employee they are able and intelligent, and trusted to make the right decisions about tasks, priorities, and deadlines. Greater autonomy improves confidence, morale, and quality, stimulates ideas, and brings more innovation to the workplace.

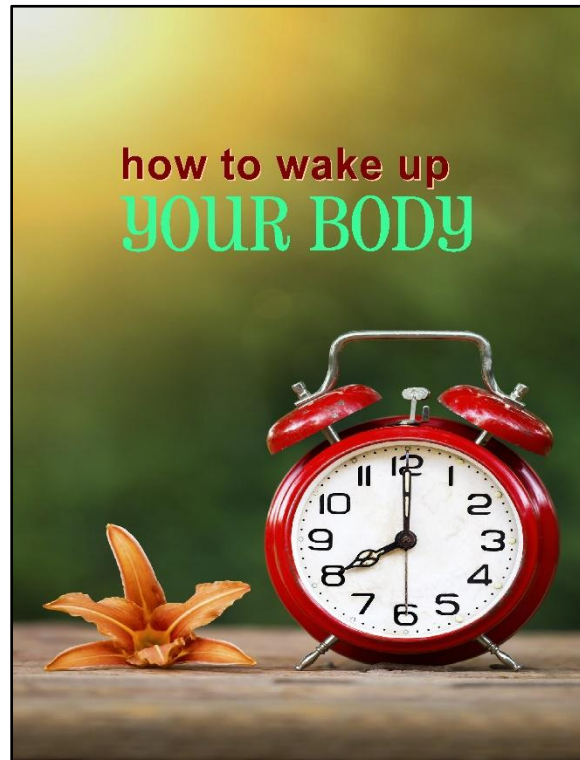
## ONE MINUTE SOLUTIONS



Gossip and the Grapevine  
1:00

- Learn positive gossip from negative gossip
- Learn civil ways of communicating

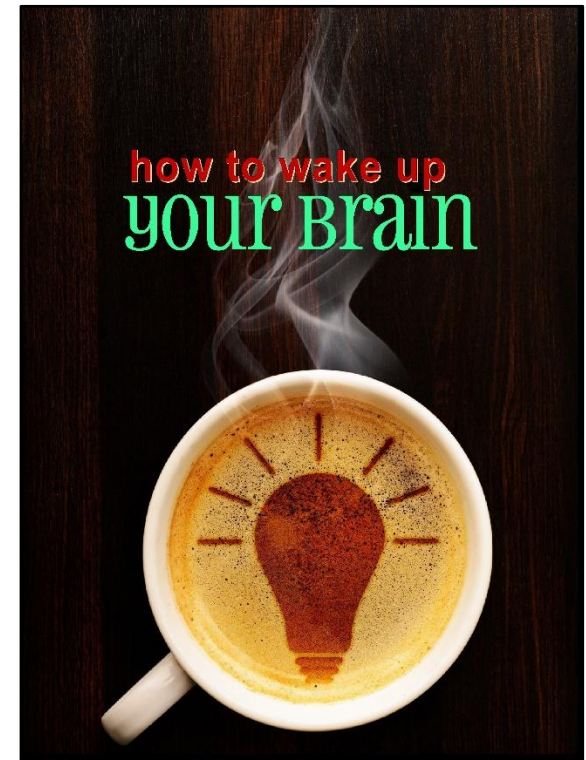
Gossip can be positive. Unfortunately, gossip is often negative and perpetuates unnecessary drama, strains relationships, and undermines the organization. Negative gossip especially flourishes in toxic work environments and can encourage excellent workers to look for a better job.



How to Wake Up your Body  
1:00

- Learn techniques to wake up your body
- Learn how to think positive thoughts

Did you know only 1 in 10 people is a true morning person? And it does not help if you are chronically tired due to a poor diet, staying up too late, too much or too little exercise, alcohol abuse, or sleeping habits. Waking up each day can be a challenge. Here are wonderful suggestions.

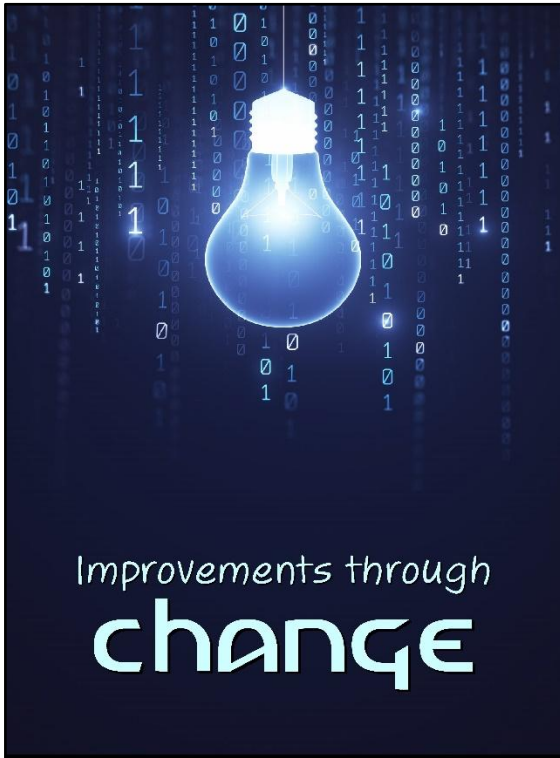


How to Wake Up your Brain  
1:00

- Learn how to perk up at work
- Customize techniques that work for you

Do you have a tough time waking up your brain? Between home and work, you have a busy life. First, consider your daily habits, diet, exercise, and thoughts. Second, implement these suggested techniques either at home or at work to stimulate your brain.

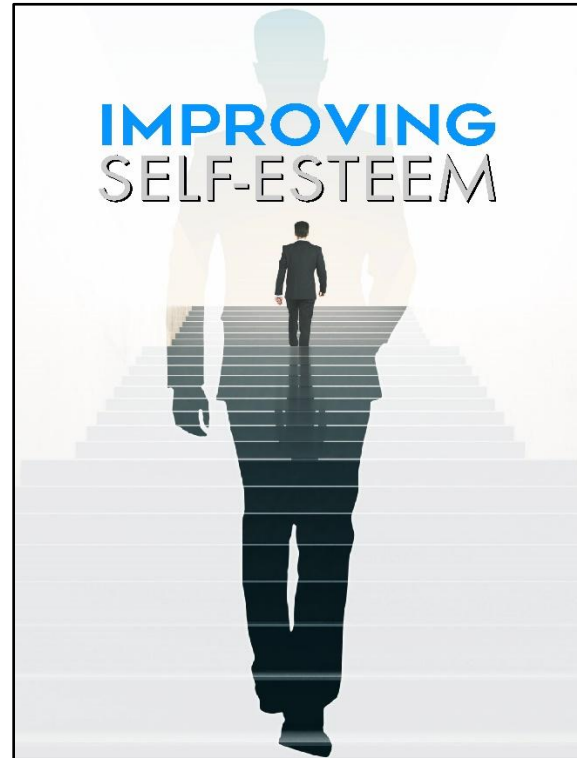
## ONE MINUTE SOLUTIONS



Improvements through Change  
1:00

- Learn how you feel about change
- Learn the benefits of change

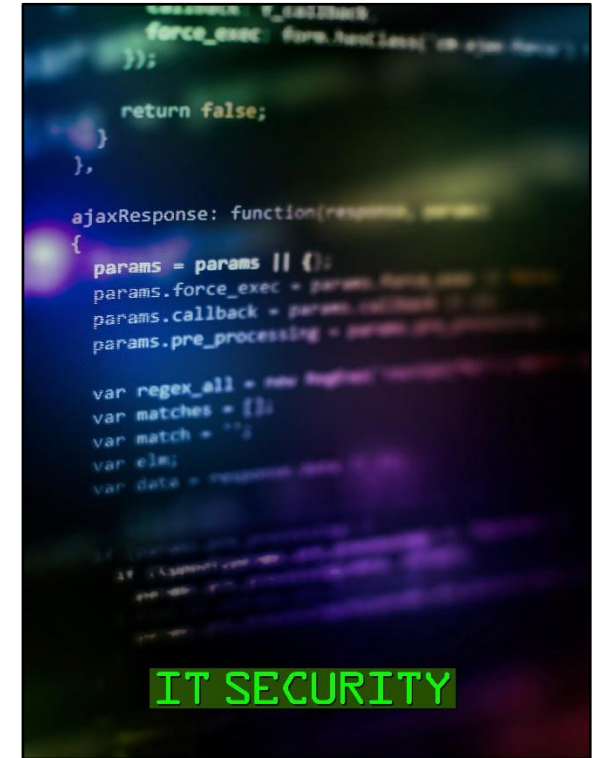
When managers mention the word “change” what comes to mind? Dread? Fear? Perhaps, you should consider thinking of the benefits of change in the workplace. We can think of eight just off the top of our head. Once you hear them, we think you may have a new feeling about change.



Improving Self-Esteem  
1:00

- Learn low self-esteem fulfills itself
- Learn how building self-esteem is internal

Low self-esteem is a self-fulfilling prophecy ... but so is confidence. Thinking well of yourself brings internal comfort and happiness and improves company relationships. Building self-esteem is an internal process and takes commitment and effort. The good news is that you are in control.



IT Security  
1:00

- Learn how IT security involves employees
- Learn ten essential prevention measures

Security is not just a technical problem. It is also an employee problem. The top security objective is to prevent employees from falling prey to cyber danger. It is essential to set the tone by providing on-going appropriate training. The presentation offers the starting point.

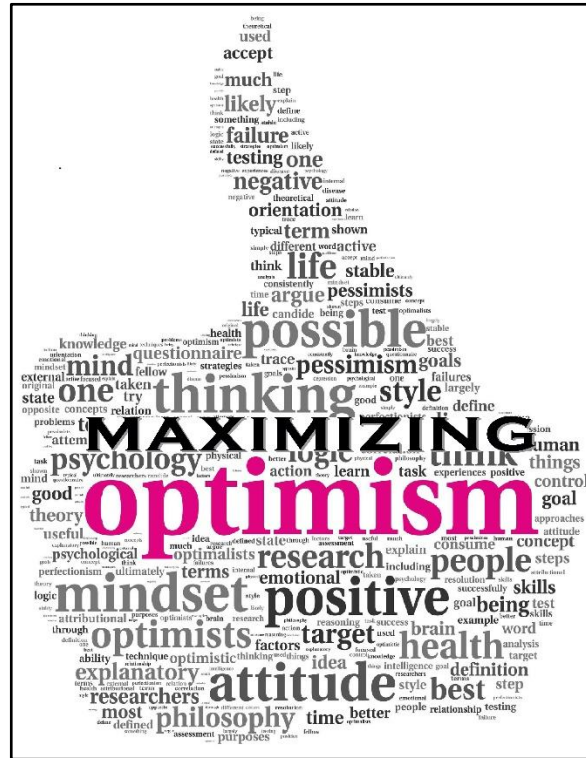
# ONE MINUTE SOLUTIONS



Make it a Fun Day  
1:00

- Learn employee engagement should be fun
- Learn ways to include fun in the workplace

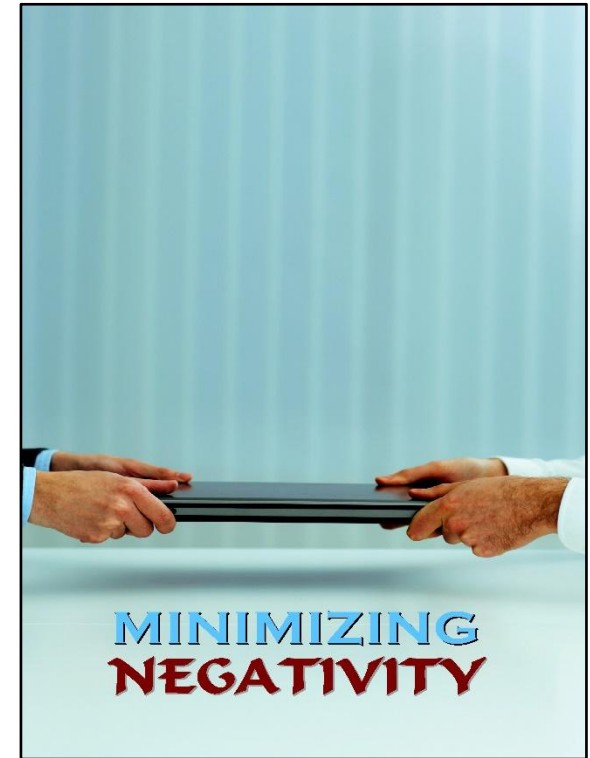
Okay, even if you think there is no better place to be than at work, eventually you will tire of the routine. Mix it up with special day activities such as sundae cart day, cookie platter day, potluck lunch day, food delivery day, and many more social activities guaranteed to spark enthusiasm.



Maximizing Optimism  
1:00

- See what optimism looks like
- Learn the benefits of positive emotions

Being negative is a survival instinct. It is in our best interest to perceive trouble and danger. But negativity limits our thinking and can undermine our self-esteem, our relationships, our career, and our health. Indeed, our negative side is more powerful than our positive side.



Minimizing Negativity  
1:00

- Learn it is normal to perceive trouble
- Learn it is beneficial to feel empowered

Being negative is a survival instinct. It is in our best interest to perceive trouble and danger. But negativity greatly limits our thinking and can undermine our self-esteem, our relationships, our career, and our health. Which is all the more reason to avoid the addiction to unhappiness.

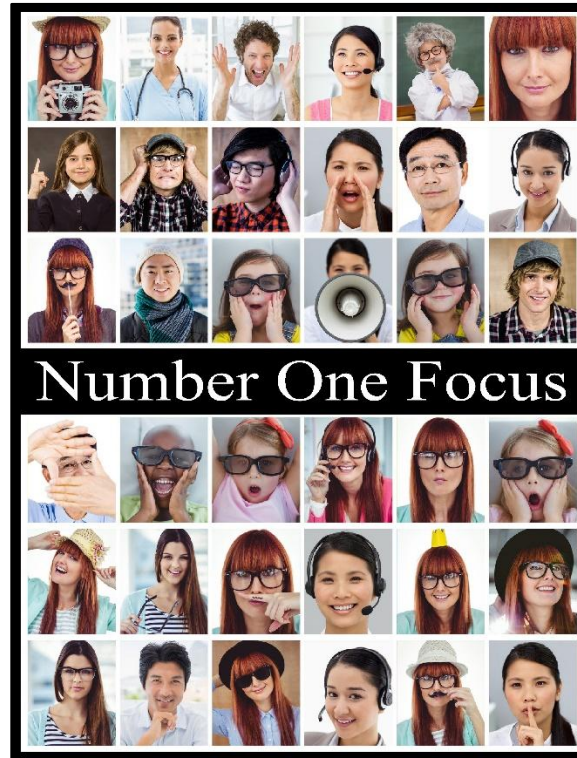
## ONE MINUTE SOLUTIONS



Nature of Office Politics  
1:00

- Learn how strained relationships affect work
- Learn how to avoid negative office politics

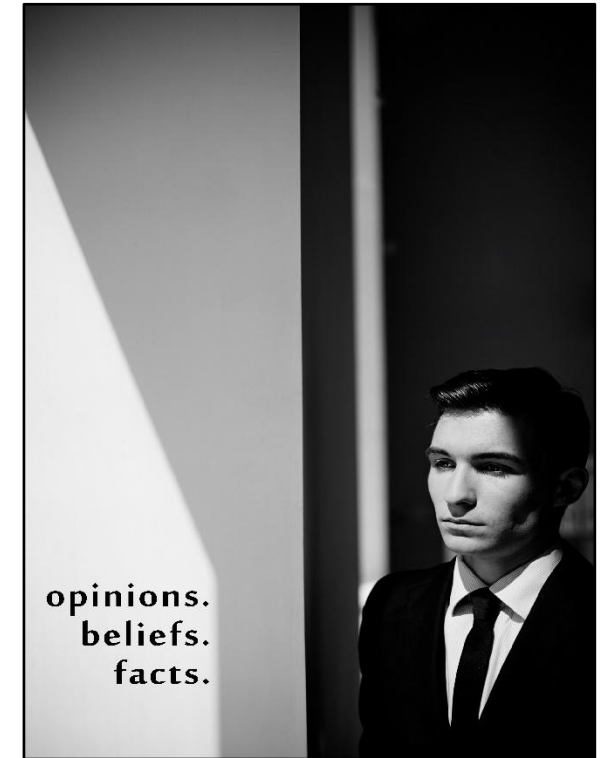
60-80% of all trouble in the workplace is from strained relationships. Over time, these seething conflicts may divide employees into cliques - and erode the once productive workforce and team spirit. Remember, in every moment, you have the power of choice.



Number One Focus  
1:00

- Learn how you impact customer service
- Learn the diverse components of customers

Customers have a mix of emotions, wants, and desires. And just like you, they enjoy acknowledgement, attention, and good service. And without you, there will be one less person to offer outstanding service, and the company may lose one more customer. What is your #1 focus?



Opinions, Beliefs, and Facts  
1:00

- Learn that truth is fact, without feeling
- Learn to be aware of what you are thinking

A belief is something you regard to be true but may not always be so. Thoughts you hold true influence the things you do; therefore, it is all the more important to be aware of what you are thinking. Do you observe your thoughts? Do you question why you do the things you do?



## ONE MINUTE SOLUTIONS

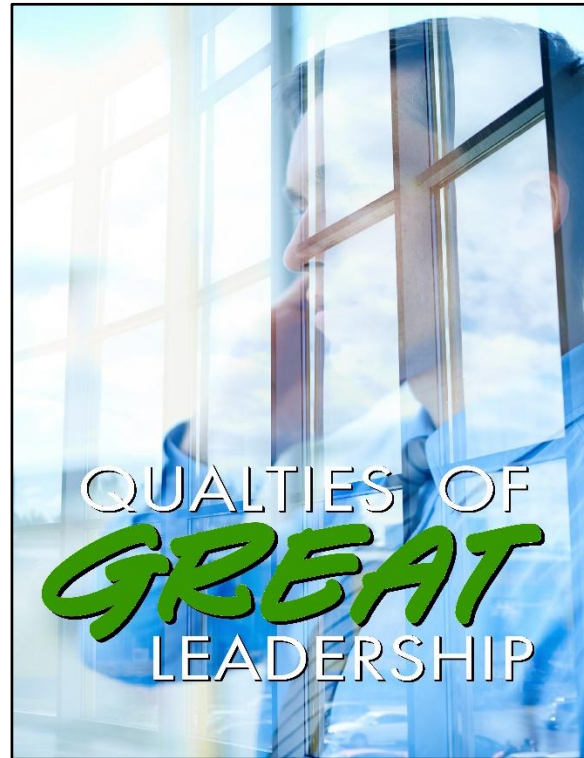


### ORGANIZING YOUR DESKTOP

Organizing your Desktop  
1:00

- Learn that clutter is not due to lack of space
- Learn that your desk is your command center

Did you know about 80% of clutter in the office is the result of being disorganized, not lack of space. Fifty-three percent live in “organized chaos” whereby their desk is a mess but the employee is sure where everything is. What happens when they are sick, on vacation, or transferred?

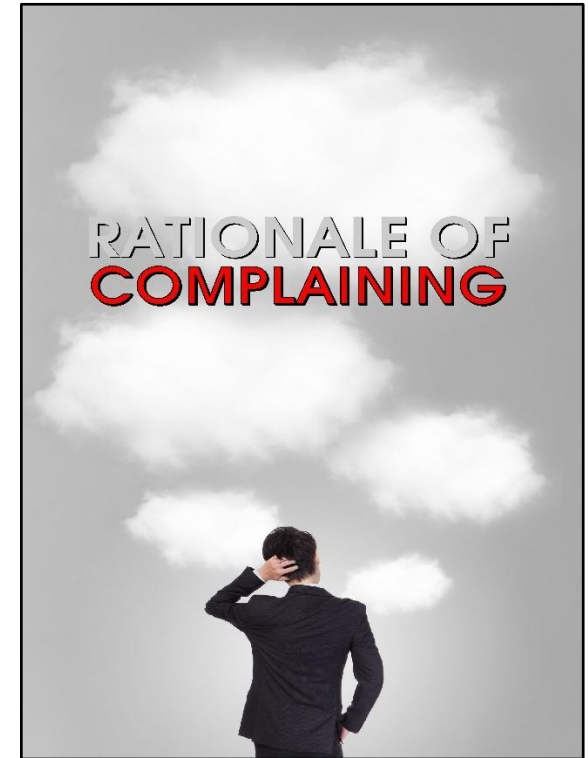


### QUALITIES OF GREAT LEADERSHIP

Qualities of Great Leadership  
1:00

- Learn if leadership skills can be learned
- Learn how to be a great leader

Great leadership steers the company talent to attain mutual success. Indeed, the skills of great leadership can certainly be learned, mirrored, developed, and mastered. Celebrate the many qualities you have and work toward acquiring the rest.



### RATIONALE OF COMPLAINING

Rationale of Complaining  
1:00

- Learn why people complain
- Learn why it is better to vent

Complaining. It is annoying to the listener and leaves the one complaining with a feeling of helplessness. Employees who complain are often in pain. Endless complaining does not serve a positive purpose and it is addictive.

## ONE MINUTE SOLUTIONS



Reduce the Habit of Complaining  
1:00

- Learn complaining does not solve problems
- Learn techniques to reduce complaining

Often people complain to either get attention or cannot seem to solve a problem. To resolve an issue, you must first understand your complaining habit. Bringing closure to a complaint is often as simple as letting go of what is out of your control. Here are fourteen techniques that will help.



Safety Awareness  
1:00

- Learn the importance of being aware
- Learn to commit to good safety practices

Every eight seconds a work injury occurs. Start your day by thinking 'safety' first. Be aware of proper posture and rules of ergonomics. Ask for help if a load is too heavy or awkward. Obey safety signs, stickers, and tags. Do not block a walkway, doorway, or an emergency exit.



Self-Actualization at Work  
1:00

- Learn the traits of self-actualization
- Learn to be patient achieving goals

Self-actualization is the full realization of one's creative, intellectual, or social potential. Human motivation is based on seeking fulfillment through personal growth. Employees want to evolve, be challenged with more responsibilities, and reach their potential.

## ONE MINUTE SOLUTIONS



SET THE TONE FOR  
A PRODUCTIVE DAY

Set the Tone for a Productive Day  
1:00

- Learn to be careful what you say to yourself
- Learn to speak well of yourself

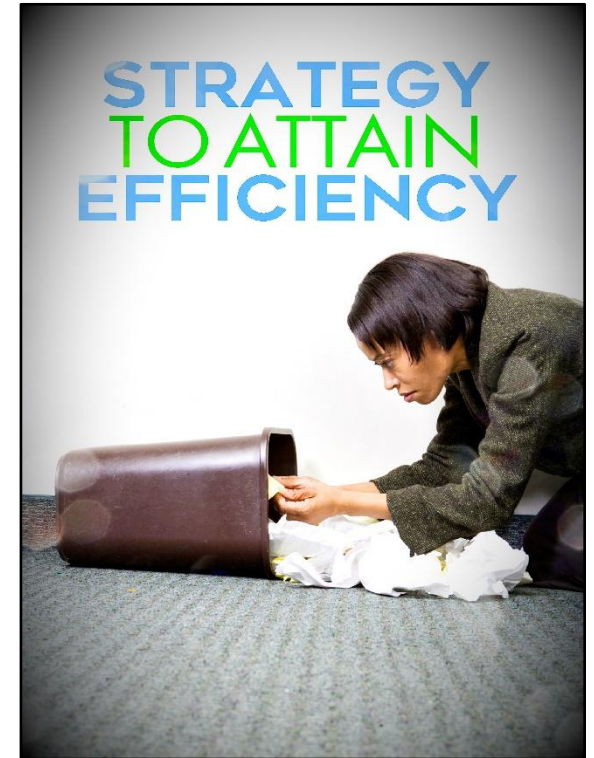
The first couple of minutes of your workday can greatly impact your attitude and productivity throughout your shift. It is beneficial to create a morning ritual that sets the tone for positive thoughts, words, and actions. Self-talk will either empower you or inhibit you. Choose wisely.



Starting the Workday  
1:00

- Learn the importance of positive self-talk
- Learn how to get organized in the morning

On your way to work, tell yourself that you are confident, adaptive, respectful, innovative, patient, detail-oriented, motivated, and have a thick skin. Start your shift on time and say positive mantras. Follow the recommended list of priorities and enjoy a productive day.

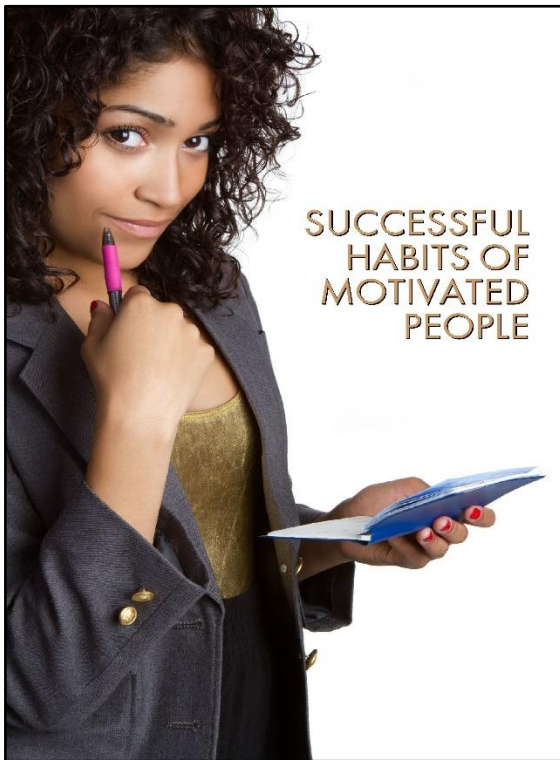


Strategy to Attain Efficiency  
1:00

- Learn the costs of inefficiencies
- Learn to celebrate accomplishments

Inefficiencies can cost organizations as much as 20-30% of their annual revenue. Observe the list of strategies that can increase efficiency. Remember, you can squeeze pennies out of a dollar but cannot squeeze seconds from a day. Use your time wisely.

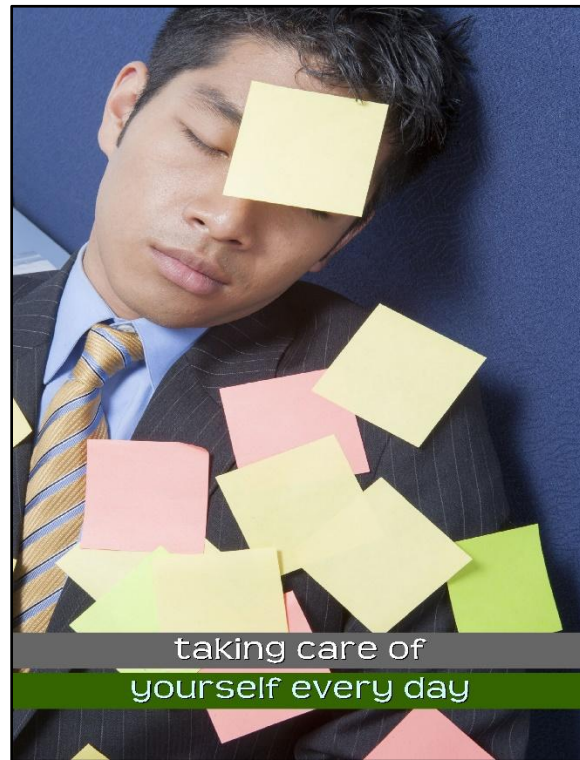
## ONE MINUTE SOLUTIONS



Successful Habits of Motivated People  
1:00

- Follow the habits that lead to success
- Learn to incorporate successful habits

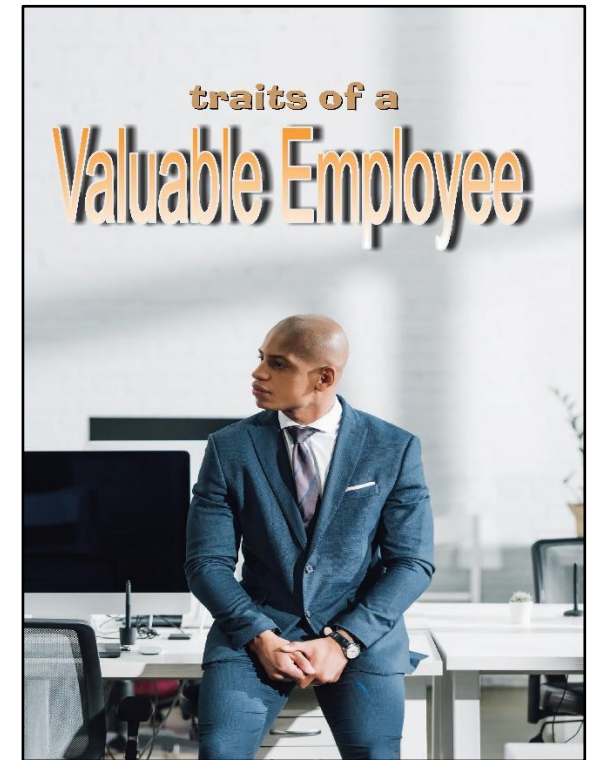
Success is certainly not by accident and is not always defined by a dollar amount. Seeing your success can be reflected in your daily habits. Take a look at our list of seventeen good habits and incorporate them into your daily work routine.



Taking Care of Yourself Every Day  
1:00

- Learn how to take care of yourself at work
- Select innovative techniques to work on

Are you filled with anxiety and stress – or are you calm and centered? Anxiety tends to beget more anxiety. You have more power to choose your mood than you think. Keep in mind that peace of mind is achieved by quieting the mind. See which techniques work for you.



Traits of a Valuable Employee  
1:00

- Learn traits that managers respect most
- Learn how to be a valuable employee

Job security and opportunities for advancement generally rely on the traits of a valuable employee. Here are ten traits to aspire to. From being conscientious and taking steps to improve themselves – to never procrastinating and taking deadlines seriously.

## ONE MINUTE SOLUTIONS



What Every Employee Should Know but often Don't  
1:00

- Learn the importance of a company manual
- Ensure you are informed of company information

It is imperative all organizations provide their staff with an Employee Manual. It is essential that every employee knows company information, procedures, and policies. You never know when a customer, client, vendor, or even friend will ask a question about your organization.



What Successful Employees Do Every Day  
1:00

- Learn traits of successful employees
- Learn the importance of your mindset

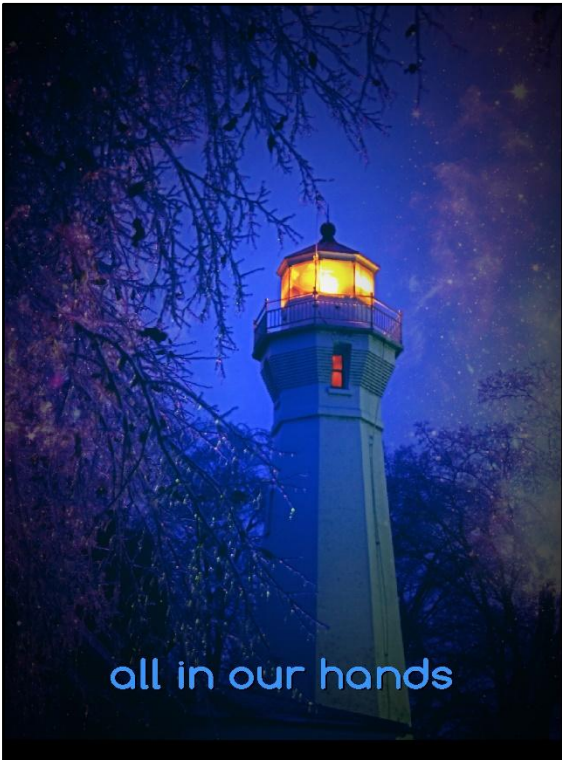
Opportunities come from your skillset, pursuit, and a certain degree of luck. Being successful largely comes from your approach to life, your work ethic, and your attitude. So, what are the things that successful employees do every day? Take a look at the traits.

PowerSplash Project



Reel Music Videos

REEL MUSIC VIDEOS



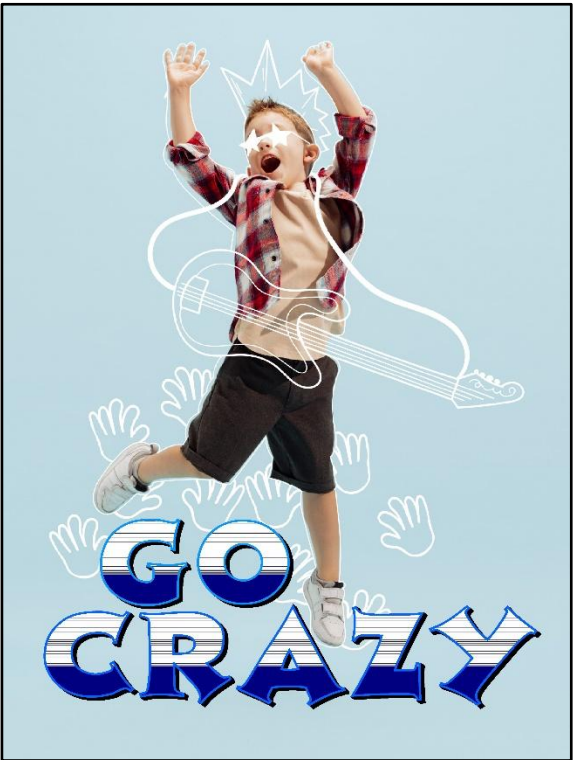
All in Our Hands  
3:25

When storms arise and the ground is uncertain,  
let the light within you be your guide.



Dance with Destiny  
4:10

Heartfelt and humorous award-winning video  
celebrating the romantic lives of senior citizens.

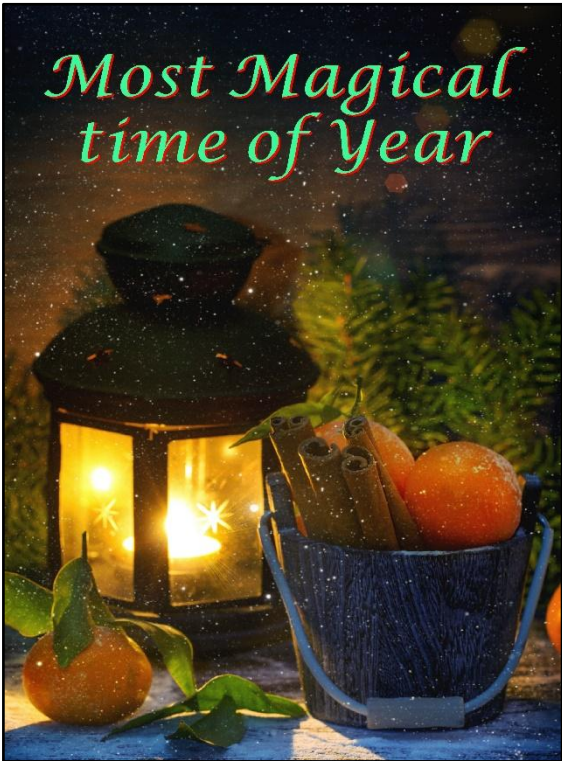


Go Crazy  
3:15

Uplifting hip-hop video wising our youth to go forward,  
think forward, dream forward, and move forward.



REEL MUSIC VIDEOS



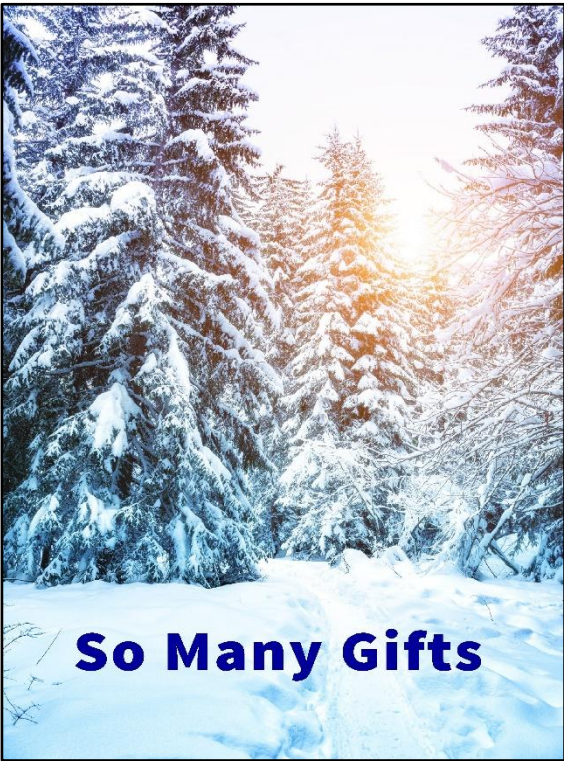
Most Magical Time of Year  
3:00

Winner of the Christian Film Festival.  
Celebrate all the joys of the holiday season.



One Road  
4:06

Explore the roads, choices, and surprises,  
in a complicated relationship.



So Many Gifts  
3:00

Winner of the Christian Film Festival  
and the Christian Georgia Online Festival.



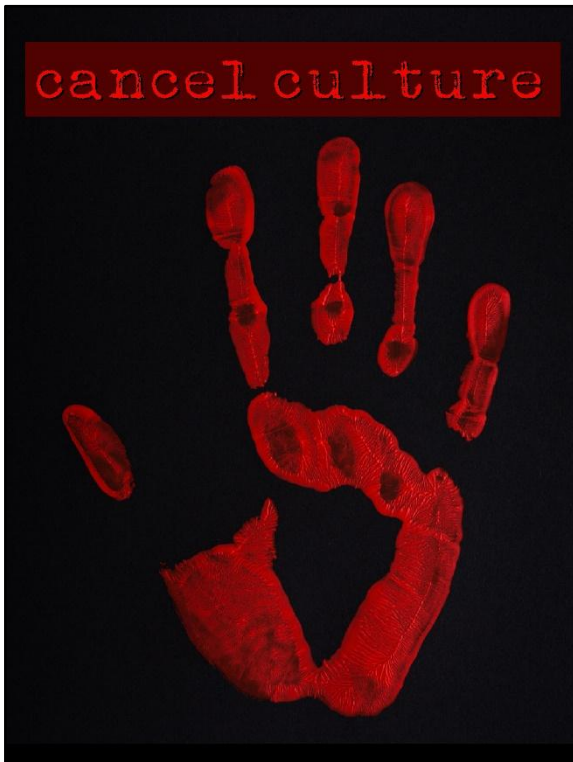


# PowerSplash Project



## Single Films

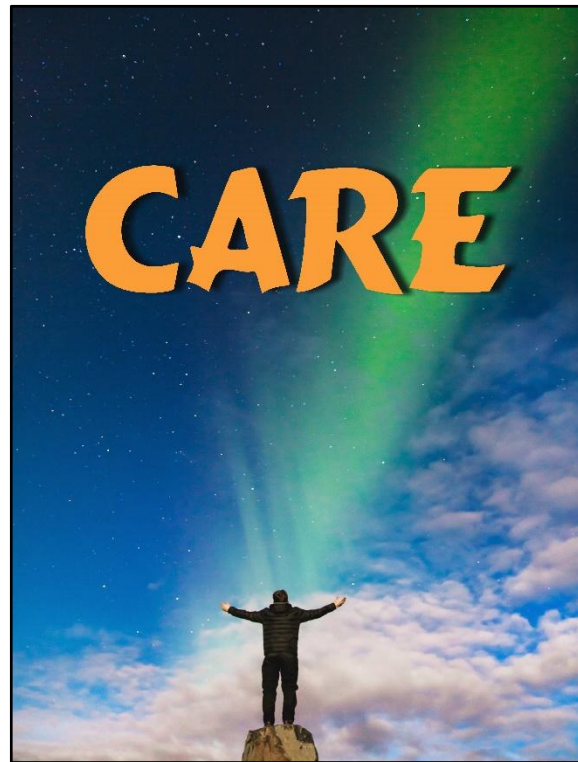
## SINGLE FILMS



Cancel Culture  
6:45

- Learn how social media contributes to cancel culture
- Learn the process of being cancelled
- Learn how to regain civility in our society

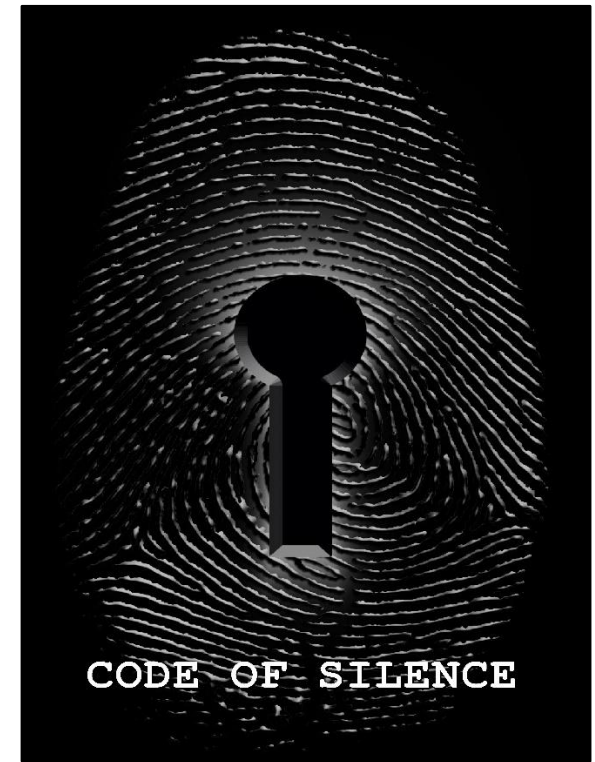
The practice of public shaming and silencing people has been around for a long time. It was not that long ago when tarring and feathering were used to put people in their place. Today we have the internet and are living more online than in the real world. Social media allows people to speak their minds with the cloak of invisibility. Voices once marginalized can now release their pent-up grievances in an open forum. Free speech is important. So is compassion and understanding.



Care  
2:00

- Learn how hospitals impact a community
- Learn the heartfelt thanks from a cancer survivor
- Learn how next to peace, we need to care

White, black, brown, yellow – helping white, black, brown, yellow. Beautiful souls in need of care. Wondrous people in need of comfort. Every life is precious. Every need is met. All with a smile. All with tender kindness. From all over they travel for empathy and care. To heal, to renew. For many, health is restored. For some, loss is met with dignity and grace. And what a world it would be if we could only treat others with the same earnest respect beyond these sacred walls. Next to peace, we need to care.



Code of Silence  
12:00

- Learn how the code of silence impacts innocent people
- Learn the importance of ethical training
- Learn ways to prevent the code of silence

In a perfect world, people who make commitments can be trusted to keep their word and abide by the rules. In today's world, there is this code of silence that exists in almost every profession, but especially more dangerous in law enforcement. Many officers enter the academy to uphold the law, to serve and protect the citizens of their community. Many become exceptional public servants. But all too soon it becomes clear there is a fine line between upstanding and corrupt.

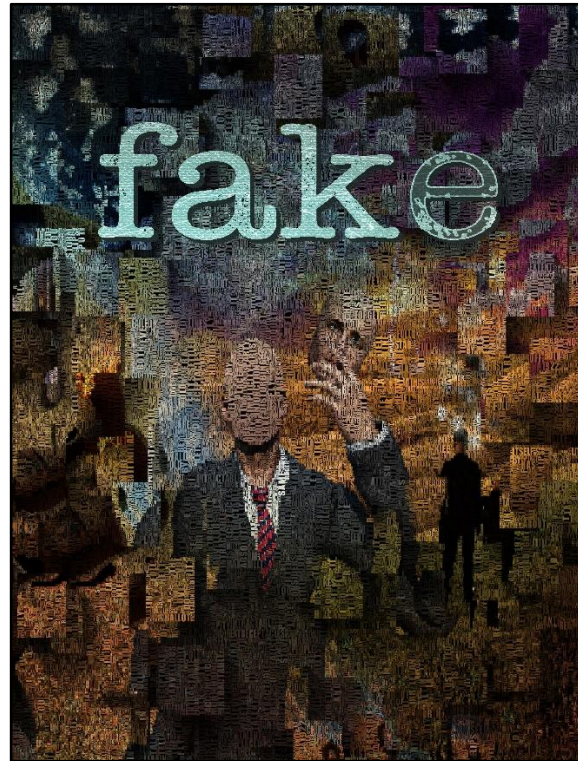
## SINGLE FILMS



**Coping with Loss**  
24:00

- Separate the myths from facts about bereavement
- Explore the process of mourning and moving on
- Learn how to be supportive and supportable

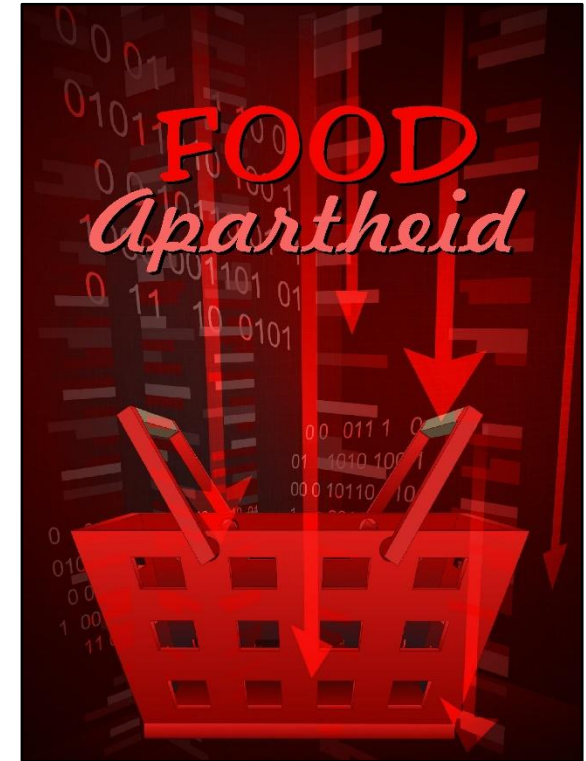
Losing someone you love or something you care about can be very painful. There is no right way or wrong way to grieve; however, there are healthy ways to cope with pain as well as ways to help you move on. Grief is a natural response to the loss of a loved one, a divorce or break-up of a relationship, loss of a job, or death of a pet. Grief is normal and should be experienced, not prevented. It is important to be supportive as they can greatly benefit from your patience and kindness.



**Fake**  
8:00

- Learn the history of misinformation
- Learn how human bias plays a key role
- Learn the importance of media literacy

Fake news is not new – but now it is digital. Fake news misleads or deceives viewers, misleads of hurt an opposing side, manipulates public opinion, causes mistrust and confusion, and inflames passions and prejudices. From click-bait headlines to cyber disinformation, we are easily manipulated; and organizations and governments benefit and profit from our gullibility. Indeed, the louder voice may not be the wisest. It is time for media literacy.

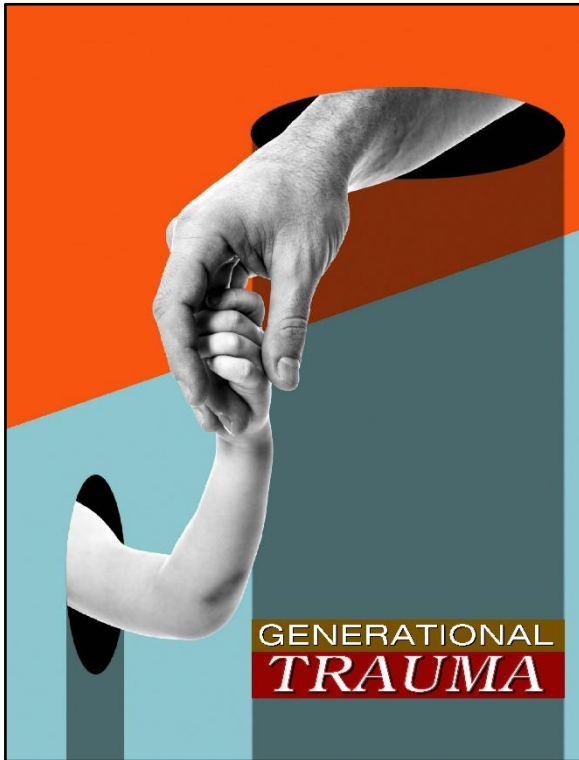


**Food Apartheid**  
14:15

- Learn about food deserts and food swamps
- Learn the contributors and underlying issues
- Learn ways to address and solve food problems

About 23.5 million people live in food deserts in the U.S., areas where affordable, healthy food options are greatly limited if non-existent. To purchase fresh meat, fruits, vegetables, and whole grains – most residents must travel considerable distance to find a supermarket. More than two million households in food deserts do not have a car, and bus accessibility is limited. In their own area, there are corner stores and gas station food marts but both have limited space for healthy, affordable food.

## SINGLE FILMS



Generational Trauma  
13:45

- Learn the mechanisms of trauma response
- Learn babies have emotional history before birth
- Learn the impact of unprocessed stress

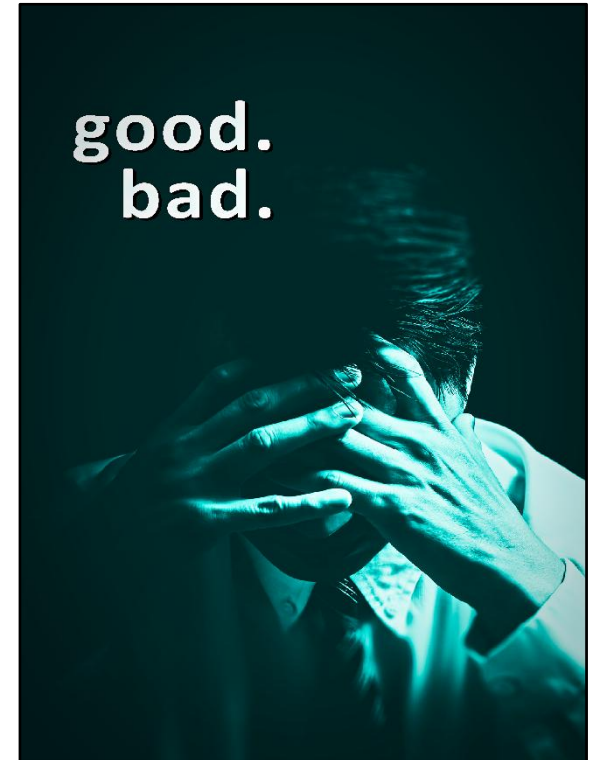
We may inherit things from our family such as heirlooms and how we look; and sometimes we may inherit trauma. It is estimated that we have more than 25,000 genes in our DNA. Some lie dormant and some activate based on our environment. The way our genes determine our physical characteristics and which diseases we may be predisposed to is called epigenetics, the study of inheritable changes in gene function; how behaviors, environment, and events change the way our genes are expressed.



Global Climate  
4:45

- Learn the dangers of climate change
- Learn the need for intervention
- Learn workable solutions to climate change

Sometimes we need to be reminded that climate change lessens our opportunities to enjoy this magnificent planet. The news media underreports that without serious intervention, climate change can eventually reduce the habitable portions of earth which also reduces the world's farmland and economic opportunities for the average person. But common-sense remedies for global climate are met with extreme resistance. We must insist that politics and economics come together to address changes.

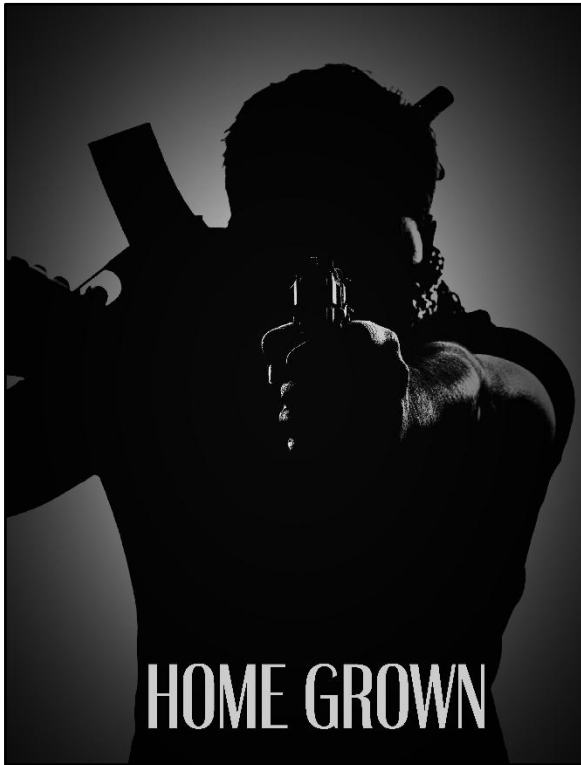


Good. Bad.  
5:25

- Learn the harm of repressing emotions
- Learn the driving force behind a hypocrite
- Learn the benefits of a moral audit

It all starts with “are you being good?” Good gets a reward. Bad gets a punishment. It all seems so clear – but bad is subjective; and a false sense of goodness is limiting and a lie. Believing you are a good person is a belief. We are all imperfect human beings filled with every emotion. It is important not to ignore the negative emotions – for what you resist – will persist, and even grow stronger. Sometimes people who claim they are a “good person” use that as an excuse to do thoughtless things.

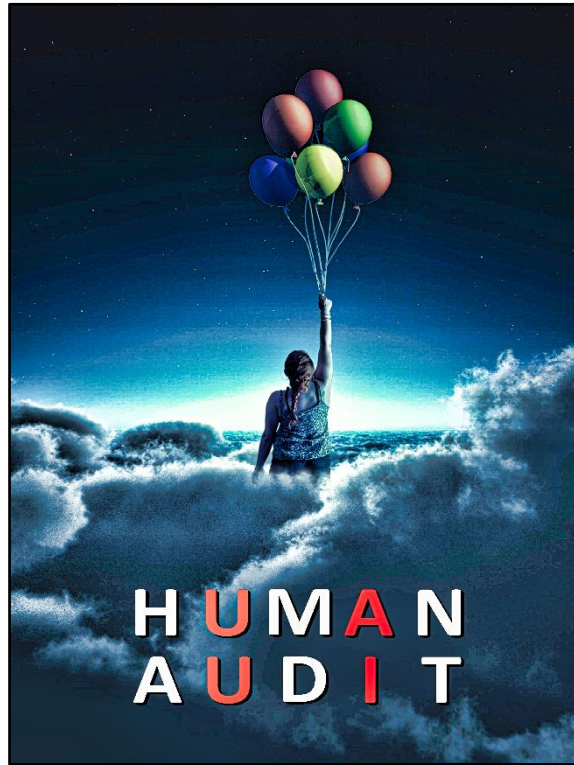
## SINGLE FILMS



Home Grown  
14:30

- Learn the radicalization process of white supremacists
- Learn the deradicalization process of extremists
- Gain valuable insight into potential solutions

Before coming to America, Europeans in general saw themselves as superior to people of color. Taking the land of Native Americans was part of forming white supremacy here in this country. Several hundred years later, the undercurrent of racism has become more visible, prouder, and more violent. Conflicting groups have increased their hate speech and marching orders to take back their country and make it white again. Such polarization has a breaking point. One we must address.



Human Audit  
20:00

- Learn how to regain trust in our government
- Learn how to replace indoctrination with education
- Learn how to take inventory of your community

America has become a place where people have lost trust in themselves and in their government. Corruption abounds in every corner of society. The two-party system is in gridlock while politicians say there is no more money. Actually, there is. Perhaps it is time for an audit, not only for the financial components of this great country, but for the people who inhabit it. Restoring cooperation will require all of us to be introspective through reading and looking and listening without a defensive trigger.

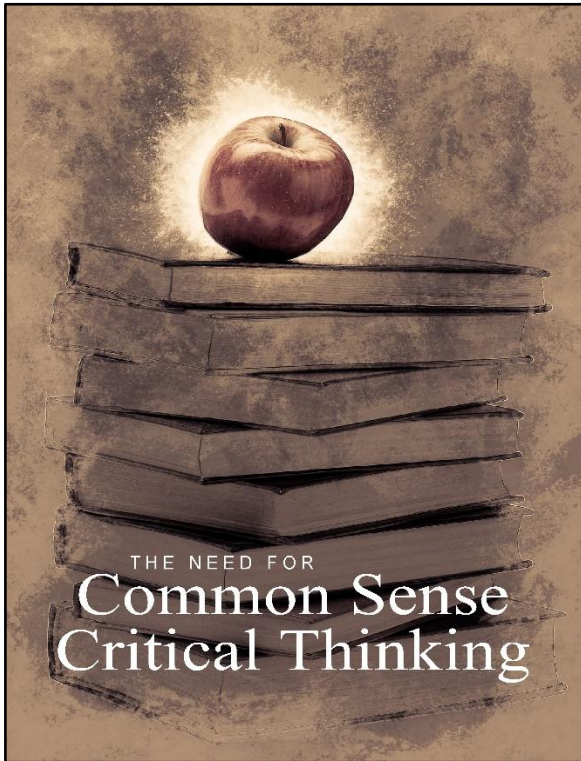


LGBTQ+ 101  
17:45

- Learn the roots of homophobia
- Separate the facts from the myths about LGBTQ+
- Learn the power of acceptance

This country takes hate very seriously – and there are over nine hundred organized hate groups to prove it. Our society is increasingly apathetic and violent. Early on, many are taught to hate the enemy, to be fearful of the other, to feel threatened by those different from them. Participating in groups with hateful beliefs and expressions provides a connection that perhaps fills the emptiness or inner pain. However, people who hate things in others, hate those same things in themselves.

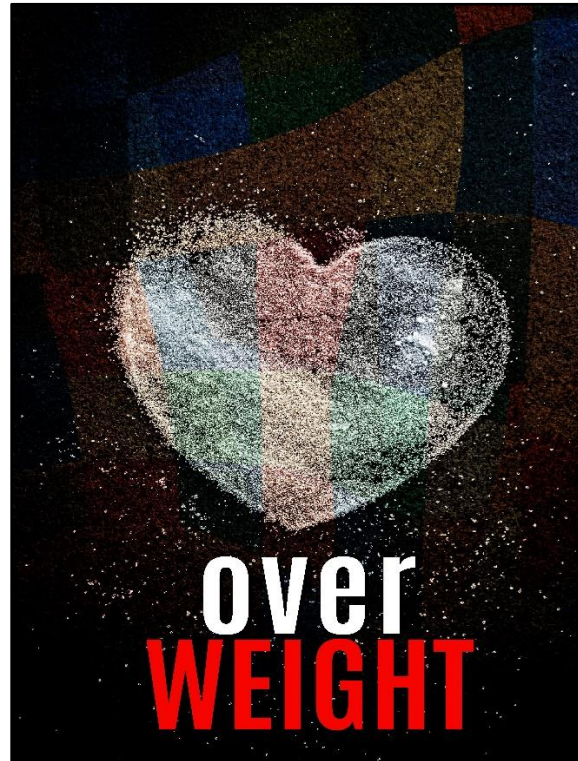
## SINGLE FILMS



The Need for Common Sense Critical Thinking  
23:00

- Learn the meaning of the Preamble
- Learn examples of how the Preamble is interpreted
- Learn the importance of being politically engaged

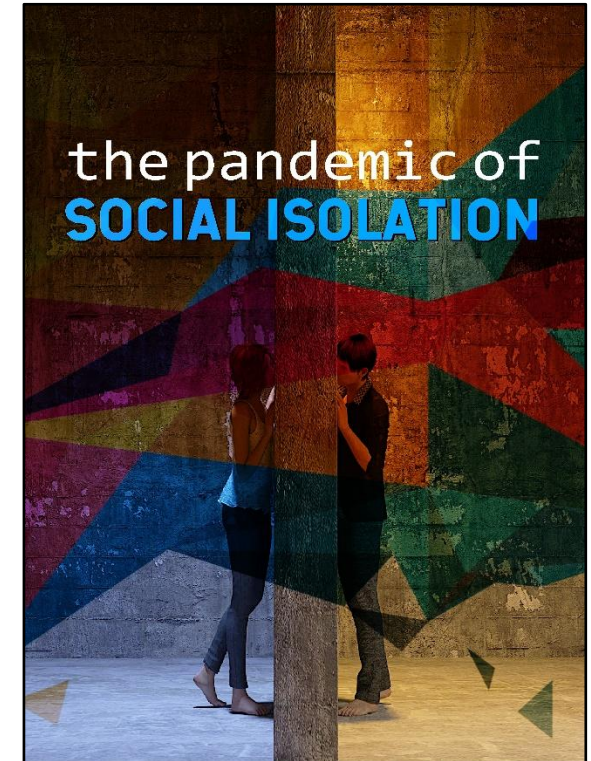
Common Sense and Critical Thinking. They may seem unrelated but together impact the quality of your life and the lives around you. Ninety percent of the information we absorb is from our eyesight; though we do not really see with our eyes, we see with our brains. Seldom, when we face a situation, do we examine and evaluate the information or even research important statistics. Instead, we make decisions based on a list of mental shortcuts that skip the math and take the least effort.



Overweight  
10:00

- Learn the facts about eating habits
- Learn about supply & demand, information & choice
- Learn how to do our part to curb a national epidemic

Overweight people often experience prejudice and exclusion. In fact, over 70% of obese people are ridiculed by family members. Half of our population see nothing wrong with poking fun of a person's weight. Clinging to myths and untruths, people can be misguided – and, in some cases, cruel. To learn the truth about our problem with weight, we need to address the stigma, stereotype, and statistics. Educating yourself about food and exercise can be the first step in a healthier lifestyle. Stay active, stay well.

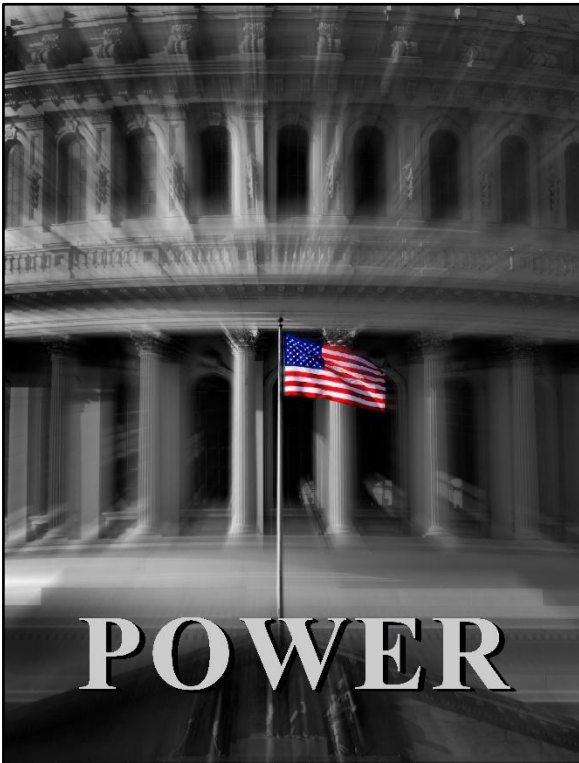


The Pandemic of Social Isolation  
12:40

- Learn the dangers of coronavirus to our children
- Learn how the pandemic affected our mental health
- Learn ways to overcome loneliness and social isolation

Human beings have neurotransmitters that regulate many functions in our brain and body. Serotonin is often referred to as the happy chemical because it helps regulate mood. However, social isolation and loneliness can affect serotonin levels, impair immune functions, and boost inflammation which can lead to arthritis, type II diabetes, and heart disease.

## SINGLE FILMS



Power  
4:25

- Learn the history of voting in America
- Learn the inequities of gerrymandering
- Learn the role of the electoral college

The Founding Fathers thought elections should be decided by the House of Representatives. 18<sup>th</sup> century town folk were deemed too uninformed to vote; however, white men owning land were indeed eligible to vote. Thus, disenfranchisement begins. Silent were the voices of Women, Black people, Asian people, Japanese people, Hispanic and Latino people, and disadvantaged people. Now, gerrymandering allows politicians to choose voters, allows long-term incumbency, and ignores voter's rights.



Preamble  
3:10

- Learn the meaning of the Preamble
- Learn examples of how the Preamble is interpreted
- Learn the importance of being politically engaged

In three minutes, the Preamble is recited, interpreted, and exemplified. In this extraordinary time, politicians need a reminder this country belongs to all of us. We the people of the United States, in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common cause, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this constitution for the United States of America.



Trans  
15:00

- Learn how there are more than two genders
- Learn the myths about transgender people
- Learn the harm of conversion therapy

A precious life is born. Innocent and beautiful. Assigned at birth a gender based on their anatomy; but the phrase born a boy or girl may not be correct. Societies have long categorized people, and we have expectations in place of how a boy or girl should act, talk, and dress; however, despite many misunderstandings, there are more than two genders and there are many ways to express one's gender identity or sex. Trans is an innate sense of self.

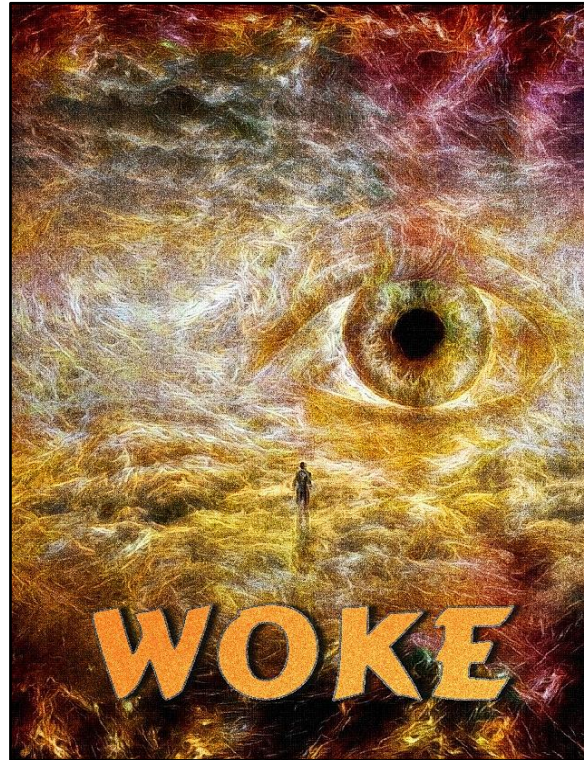
## SINGLE FILMS



Vaping  
4:25

- Learn the components of vaping
- Learn the harm of nicotine
- Learn the FDA regulations of vaping

Vaping is inhaling water vapor into your lungs. E-cigarettes are not meant to be health products and are less dangerous than cigarettes; thus, second-hand smoke is less toxic as well. Even with these differences, e-cigarettes are still considered dangerous. They are battery operated devices with a delivery system and are similar to a nebulizer used by people with asthma. A container is filled with liquid made of nicotine, flavorings, and assorted chemicals. The heating device turns the e-liquid into a vapor which you then inhale.



Woke  
5:10

- Learn the history of the word Woke
- Learn that for some the truth is inconvenient
- Learn the importance of living a life of awareness

The world is full of opinions and assumptions manifested in a variety of ways. Statements based on verifiable facts should be accepted as truth. However, we have a long history of distorting and manipulating the truth to fit one's agenda. Herein lies the problem. Well-intentioned people will read books, join groups, become rejuvenated, and conclude they are better than everyone else. This duplicity is what keeps the flames of intolerance burning. And destruction of the human spirit continues.



# PowerSplash Project



## Social Issues Series

## SOCIAL ISSUES



Acceptance  
3:55

- Explore ways to expand your acceptance of others
- Widen your perspective of lifestyles and challenges
- Learn about the perils of prejudice

Here is a universal story about prejudice, tolerance, and acceptance. A wise man recalls how his curiosity as a child helped him meet so many friends . . . Marcy who could not walk, Jimmy who could not see, and Julie who could not hear. He speaks of Ramon who was chided for being overweight and his uncle who is gay. He reflects that people are often afraid of what they do not understand.



The Baby Project  
9:00

- Learn the four types of parenting
- Learn what a child should be taught by 18 years of age
- Learn if you want to be parent and when

Award Winning Film. It is one thing to give birth. It is another to be a parent. Parenting impacts the world and it is time for people to pause and examine if they should be a parent, how to improve parenting, and commit to resolving their own issues that adversely affect children. Designed to inspire discussion, the viewer will explore the vast complexities of living one's life let alone raising a child.

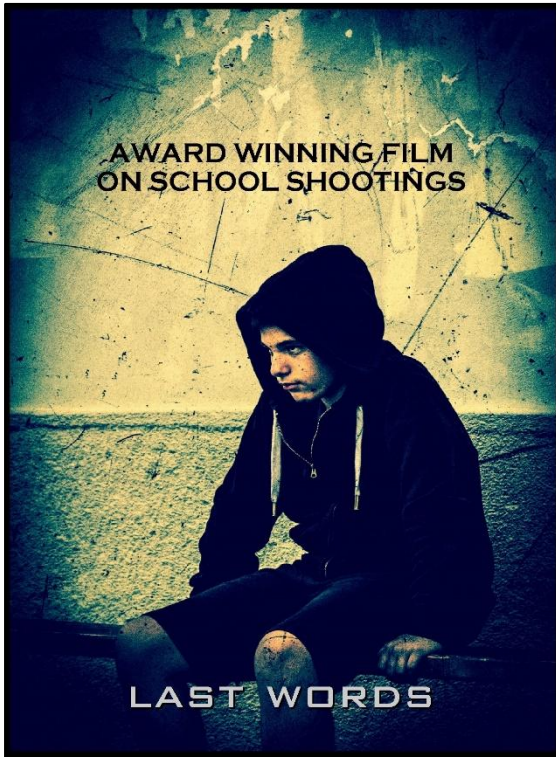


The Bullying Epidemic  
30:00

- Learn how a bully is born
- Observe the phenomenon of cyber bullying
- Learn how prevention begins with you

Award Winning Film. Every seven minutes a child is being bullied on the playground. The noise of bullying echoes across our nation every day. The cries of victims fill the halls and school yards in every town. The goal of the bully is to take advantage of, and take control over, the victim. Bullying is here because we accept it, normalize it, and tolerate it. Did you know the behavior can be unlearned?

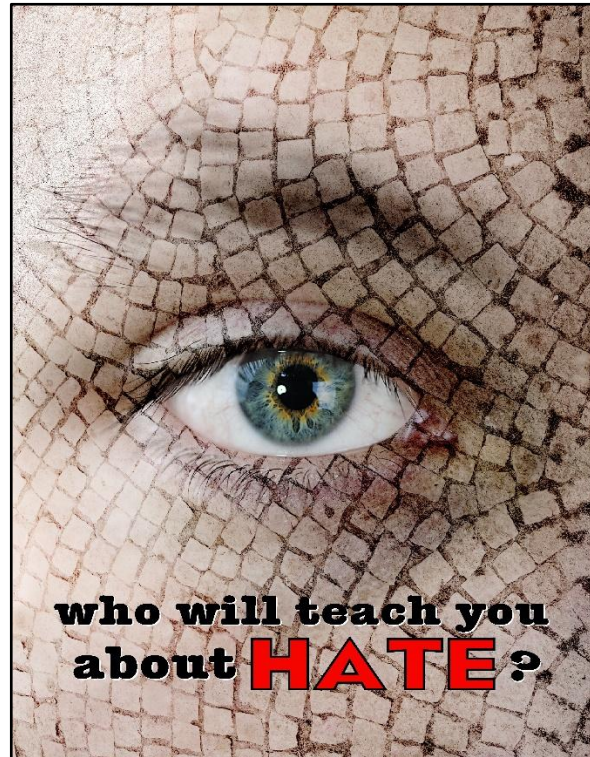
## SOCIAL ISSUES



Last Words  
11:00

- Learn the many sides of a complicated issue
- Honor the victims of this growing epidemic
- Learn how to gather facts and actively listen

Award Winning Film. On a cold snowy morning, Billy rehearses his speech on rampage shootings. Violence is the result of biological, social, and psychological factors. Though DNA cannot be altered, help is available for abuse, neglect, rejection, trauma, loss, and abandonment. And that is where it begins: forming a healthy family attachment, developing empathy, and learning how to use social skills to diffuse a demanding situation.



Who will teach you about hate?  
2:00

- Observe the gift of tolerance
- Observe the gift of love
- Explore teaching acceptance instead of teaching hate

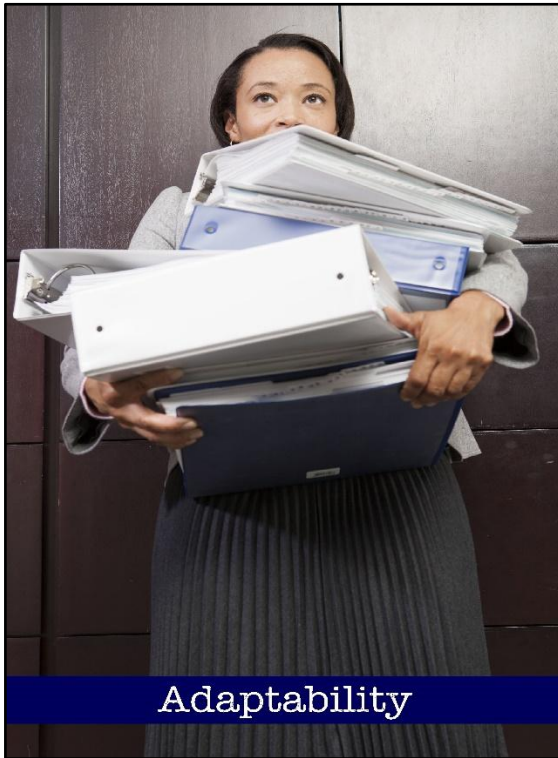
A touching film about tolerance and acceptance. Against a background of joyful, innocent babies, a heartfelt narrative unfolds about whether others will choose to teach tolerance or teach hatred to the newest of human beings. Will they be accepted as they are – or will they be ridiculed for the shape of their body or the color of their face? Will we teach them to speak their minds, or silence their every question?

# PowerSplash Project



**Three Minute Solutions**

## THREE MINUTE SOLUTIONS



3-Solutions-in-1: Adaptability  
3:00

- Improvements through Change
- Adaptability Skills
- Embracing Progress

When managers mention the word change, think of the benefits. Change is natural, change is inevitable, and you can facilitate change or sabotage change, but you cannot ignore change. It is essential to learn adaptability.



3-Solutions-in-1: Anti-Harassment  
3:00

- The Art of Civility
- Harassing
- Sexual Harassment

Ever measure the cost of workplace incivility? It has been described as the gateway drug to workplace harassment, incivility is disruptive to productivity and is more subtle than bullying, yelling, or physical violence. All employees deserve respect in the workplace.



3-Solutions-in-1: Communication  
3:00

- Communication Dysfunction
- Beliefs and Mindsets
- Communicating Clearly

We all want to be heard but we should also want to understand. It is useful to clarify and verify ideas before expressing them to another. When conversing, be aware of your tone, content, and presentation. How you say things is as important as what you say.

## THREE MINUTE SOLUTIONS



3-Solutions-in-1: Complaining  
3:00

- Rationale of Complaining
- Dealing with Complaining
- Reduce the Habit of Complaining

The footsteps of a chronic complainer coming toward you could cause stress. It is important to learn ways to manage an uncomfortable situation. Bringing closure to a complaint is often as simple as letting go what is out of your control.



3-Solutions-in-1: Conflict  
3:00

- The Nature of Conflict
- Conflict Awareness
- Conflict Awareness

Poor communication at work can be tiring and affect your emotional well-being. Negative talk is toxic and destroys morale. But conflict, in and of itself, is not the problem. It is the tools we use to address the conflict and bring people together not tear apart.

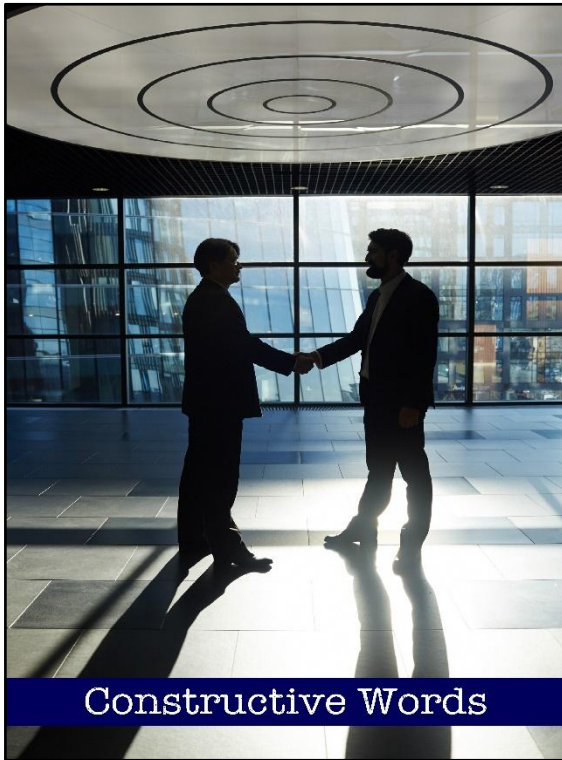


3-Solutions-in-1: Constructive Feedback  
3:00

- Praise and Criticism
- Constructive Feedback
- Tips for a Good Presentation

Employees do not learn from embarrassment or humiliation, and great managers do not criticize in public. As the saying goes “praise in public, criticize in private.” Indeed, criticizing in a secluded setting will decrease an employee’s defense mechanisms.

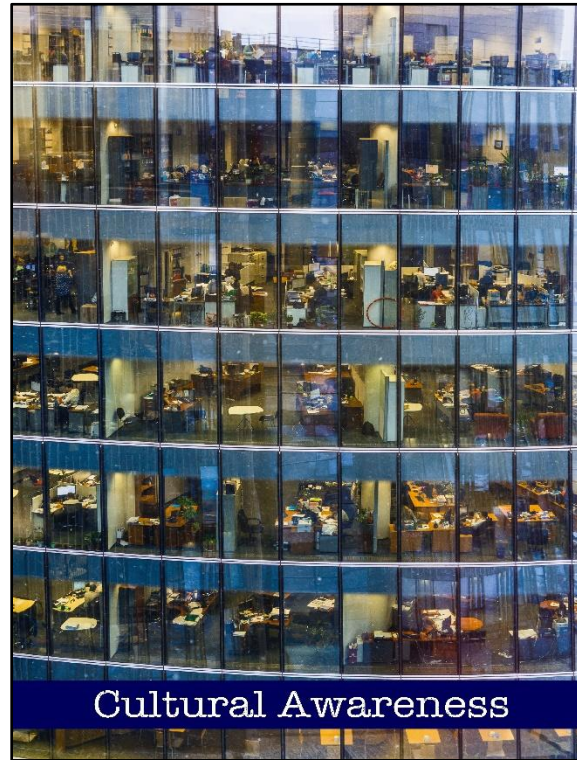
# THREE MINUTE SOLUTIONS



**3-Solutions-in-1: Constructive Words**  
3:00

- Professional Emails
- Words and Phrases
- A Dose of Humor

Empowering words and phrases are crucial to a harmonic workplace. In addition, humor can ease tension, make work more fun, and help build trust. Simply put, constructive communication will unify coworkers and make them feel valued and respected.



**3-Solutions-in-1: Cultural Awareness**  
3:00

- Celebrate Diversity
- Unconscious Bias
- Cultural Competence

Unconscious biases, including favorable and unfavorable assessments, are learned assumptions, beliefs, or attitudes, that we may not even be aware of. It greatly affects the way we think and act. It can affect how we interact with others.

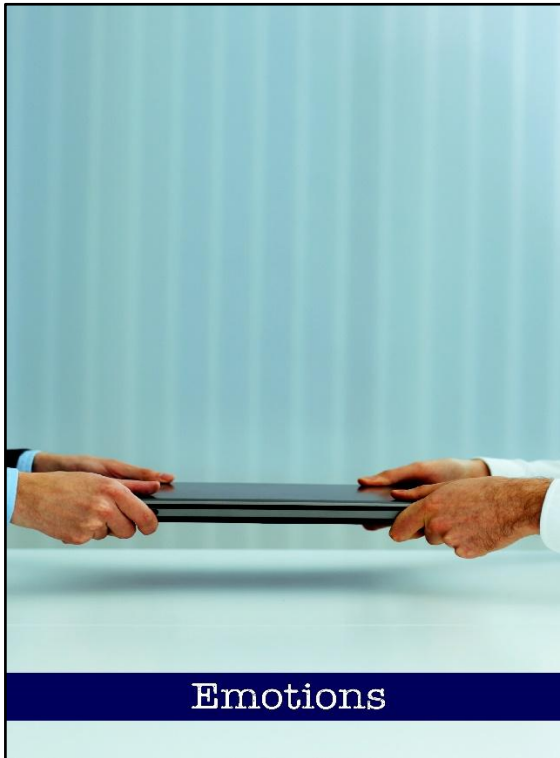


**3-Solutions-in-1: Customer Service**  
3:00

- Customer Needs
- Customer Service
- Consumer Behaviors

With an estimated six trillion dollars available for purchasing worldwide, companies should pay attention to consumer behaviors. The probability of selling to a new prospect is 5-20%. Price is not the main incentive; it is the quality of service.

## THREE MINUTE SOLUTIONS



3-Solutions-in-1: Emotions  
3:00

- Anger Management
- Avoid the Dramatics
- Emotions

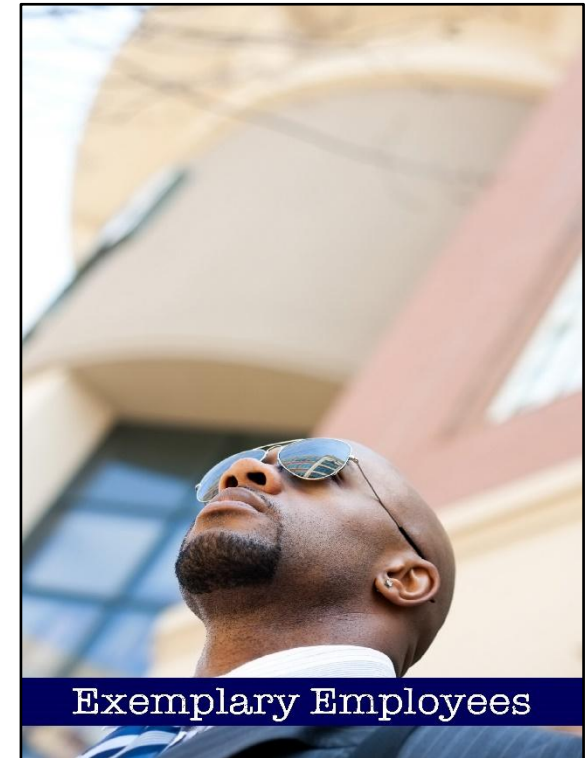
Research shows that most angry outbursts arise from frustration or feeling socially threatened. There are many useful reactions that reduce the acceleration of harmful emotions. It is imperative we monitor and manage our emotions.



3-Solutions-in-1: Empowerment  
3:00

- Improving Self-Esteem
- Maximizing Optimism
- Empower Yourself

Low self-esteem is a self-fulfilling prophecy but so is confidence. In every situation, you have the power to see the good. With daily use, your positive emotions will broaden and strengthen. Optimism increases your coping abilities, boosts energy, and builds resilience.



3-Solutions-in-1: Exemplary Employees  
3:00

- Traits of a Valuable Employee
- Aspiring to Management
- Motivation

Generally, job opportunities for advancement or even job security relies on the traits of a valuable employee. Shown are ten traits to aspire to; from being conscientious and taking steps to improve, to never procrastinating and taking deadline seriously.



## THREE MINUTE SOLUTIONS

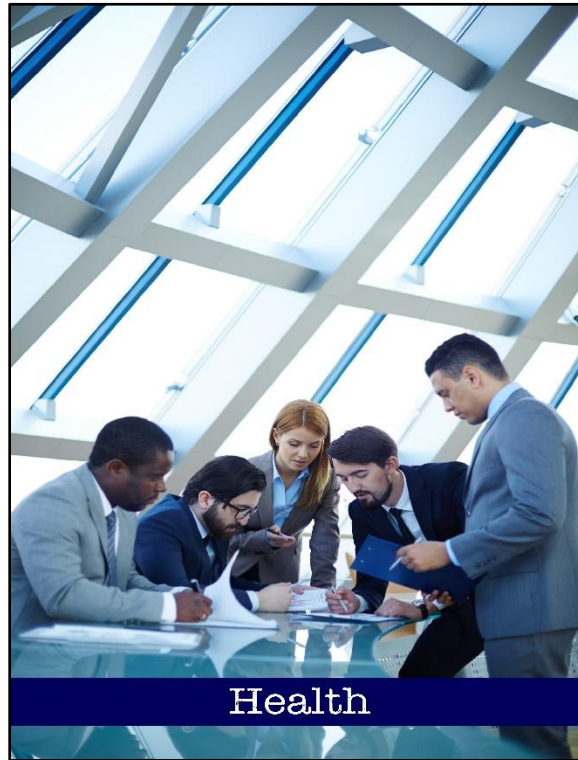


### Fun at Work

3-Solutions-in-1: Fun at Work  
3:00

- Make it a Fun Day
- Employee Engagement
- Value of Internal Surveys

Even if you think there is no better place to be than at work, eventually you may tire of the routine. What is the remedy? Mix it up with special day activities such as Sundae Cart Day, Cookie Platter Day, and many more social activities guaranteed to spark enthusiasm.

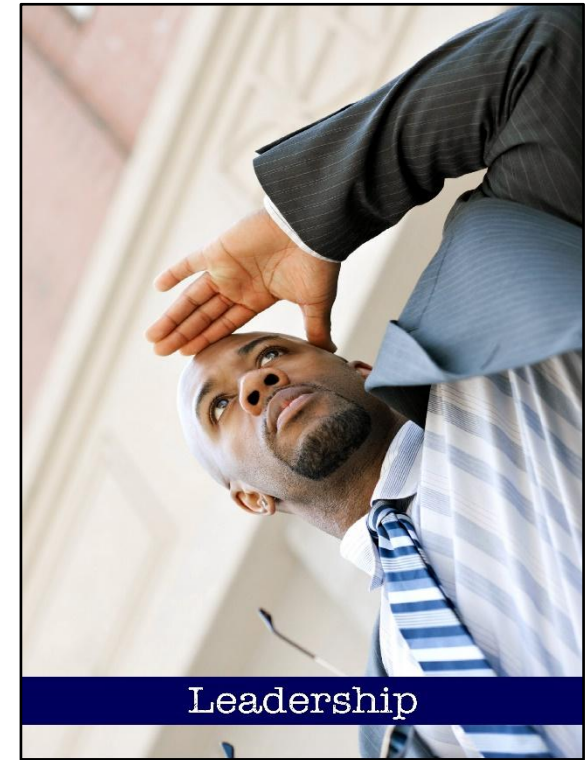


### Health

3-Solutions-in-1: Health  
3:00

- First Aid at Work
- First Aid Tips
- Immunization

First aid at work is defined as necessary temporary assistance and does not take the place of professional medical care. All employees should understand and receive training for basic first aid so they can respond in a quick and appropriate manner.



### Leadership

3-Solutions-in-1: Leadership  
3:00

- Qualities of Great Leadership
- Teamwork is a Commitment
- Mindfulness

Great leadership steers the company talent to attain mutual success. Indeed, the skills of great leadership can certainly be learned, mirrored, developed, and mastered. It is time to celebrate the many qualities you have and work toward acquiring the rest.

## THREE MINUTE SOLUTIONS



### Mental Health

3-Solutions-in-1: Mental Health  
3:00

- Mental Health Stigma
- Understanding Mental Health
- Discussing Mental Health

450 million people are affected with mental illness worldwide. Globally, twelve billion working days are lost every year due to depression and anxiety. Discussing mental health at work is essential to everyone's well-being. There are many constructive ways to begin discussions.



### Negative Behavior

3-Solutions-in-1: Negative Behavior  
3:00

- Gossip and the Grapevine
- The Harm of Antagonism
- Minimizing Negativity

Gossip can be positive, but unfortunately, gossip is often negative and perpetuates mean-spirited dramas, strains relationships, and undermines the organization. Negative gossip especially flourishes in toxic workplaces and can cause turnover of valuable employees.



### Office Politics

3-Solutions-in-1: Office Politics  
3:00

- Nature of Office Politics
- Opinions, Beliefs, and Facts
- Open Door Policy

A belief is something you regard to be true but may not always be so. Thoughts you hold true influence the things you say and do; therefore, it is all the more important to be aware of what you are thinking. Do you observe and monitor your thoughts and actions?

## THREE MINUTE SOLUTIONS



3-Solutions-in-1: Organizing Workstation  
3:00

- Set the Tone for a Productive Day
- Organizing your Desktop
- Strategy to Attain Efficiency

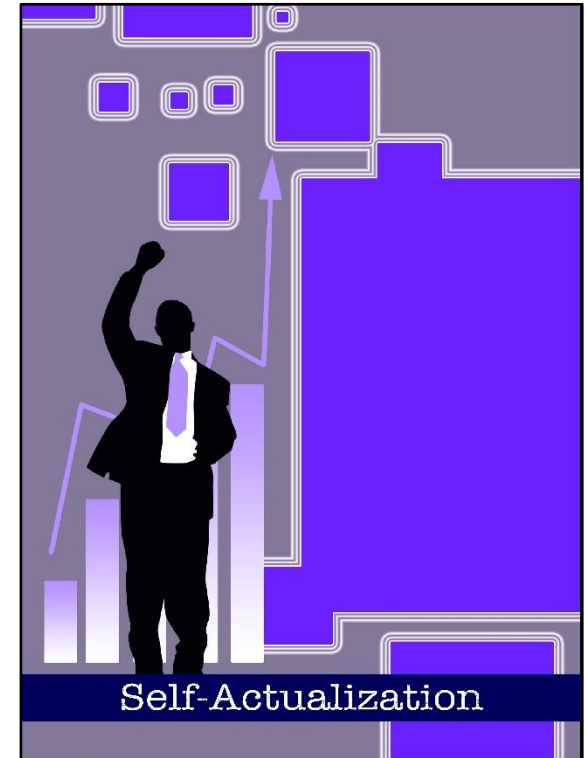
The first couple of minutes of your workday can greatly impact your attitude and productivity. Did you know about 80% of clutter in the office is the result of being disorganized, not lack of space? It is time to learn strategies to attain efficiency.



3-Solutions-in-1: Safety  
3:00

- Ergonomics
- Safety Awareness
- Violence

Every eight seconds a work injury occurs. We need to start each day thinking 'safety' first. We must be aware of proper posture and rules of ergonomics. Ask for help if a load is too heavy or awkward. Obey safety signs, stickers, and tags. Let us check out your workstation for correct set-up.

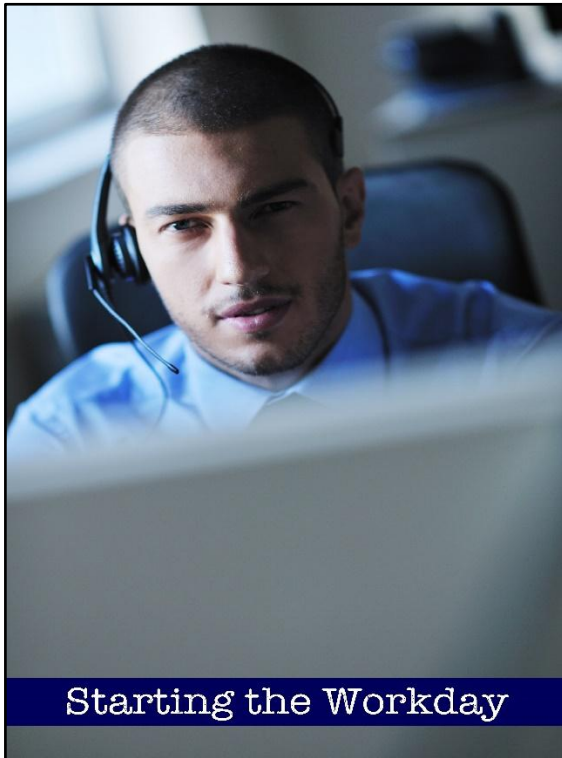


3-Solutions-in-1: Self-Actualization  
3:00

- Taking Care of Yourself Everyday
- Benefits of Guilt
- Self-Actualization at Work

Self-actualization is the full realization of one's creative, intellectual, or social potential. Human motivation is based on seeking fulfillment through personal growth. Employees want to evolve, be challenged with more responsibilities, and reach their goals.

## THREE MINUTE SOLUTIONS



Starting the Workday

3-Solutions-in-1: Starting the Workday  
3:00

- How to Wake Up your Body
- How to Wake Up your Brain
- Starting the Workday

Do you have a challenging time waking up your body and brain? First, consider your daily habits, diet, exercise, and thoughts. On your way to work, tell yourself that you are confident, adaptive, respectful, innovative, detail-oriented, and have a thick skin.



Successful Habits

3-Solutions-in-1: Successful Habits  
3:00

- Successful Habits of Motivated People
- Successful Critiques
- What Successful Employees Do Everyday

Success is certainly not by accident and is not always defined by a dollar amount. Seeing your success can be reflected in your daily habits. Take a look at our list of good habits. Incorporate them into your daily work routine to make yourself and the company successful.



Time-Security-Knowledge

3-Solutions-in-1: Time, Security, Knowledge  
3:00

- Time Management
- IT Security
- What Employees Should Know

Security is not only a technical problem; security is also an employee problem. The top security objective is to prevent employees from falling prey to cyber danger. Time management is important to sort tasks, prioritize tasks, and complete tasks on time – while keeping the company safe.

## THREE MINUTE SOLUTIONS



**3-Solutions-in-1: Wellness**  
**3:00**

- **Wellness Committee**
- **Wellness Program**
- **Wellness Benefits**

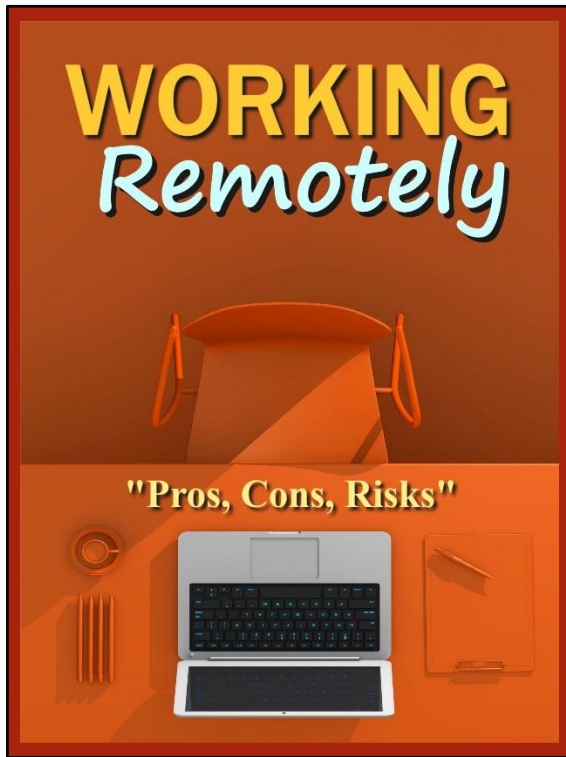
Experiencing well-being is when coworkers address normal stresses, work productivity, and realize their potential, Research shows that healthy employees are far more likely to achieve outstanding achievements. Included are creative ideas for an outstanding wellness program.

# PowerSplash Project



## Working Remotely Series

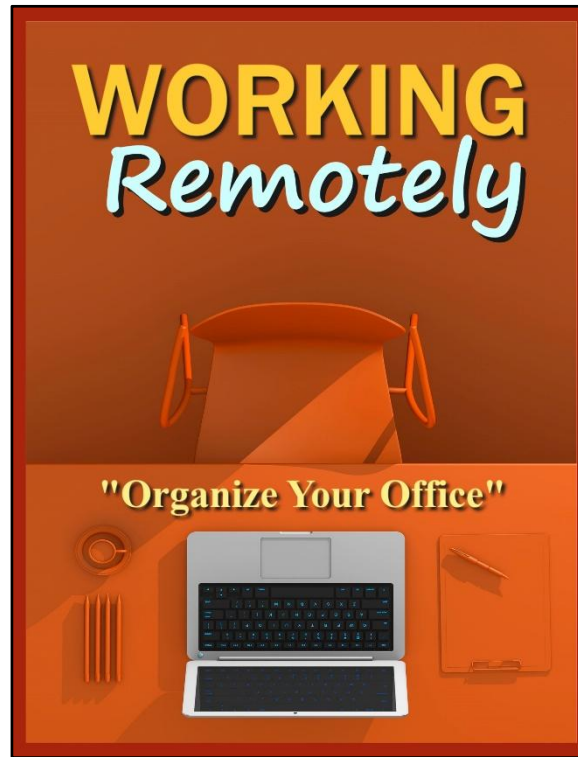
## WORKING REMOTELY



**Working Remotely 1: Pros, Cons, Risks**  
5:35

- Learn what companies are perfect for telecommuting
- Learn surprising statistics about telecommuting
- Learn how to achieve work/life balance

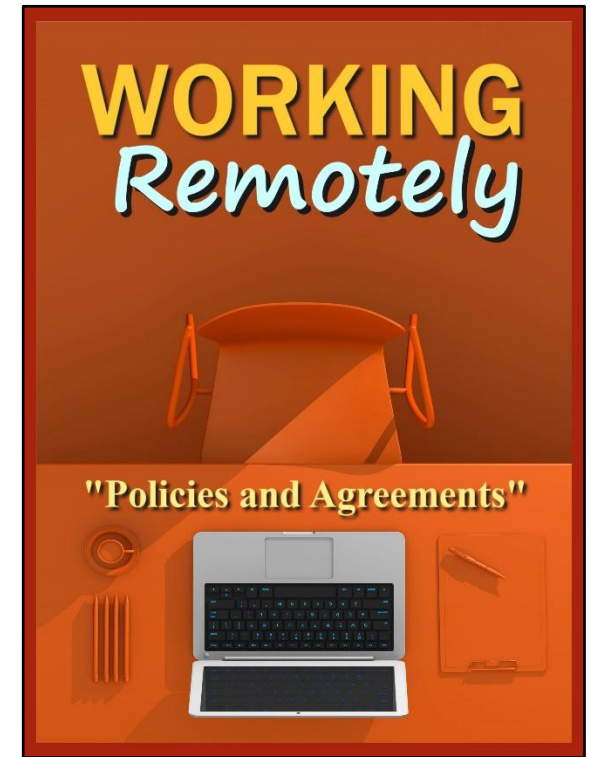
Working remotely is the future of business. In fact, it is perhaps one of the biggest transformations in the workplace. Telecommuting, working from home, working remotely, or e-commuting, is working from home or a remote location. Of the organizations that made the Fortune Magazine's 2019 Annual Best Companies to Work for List, 85% of the companies allow their employees to work remotely, and this percentage is increasing every year.



**Working Remotely 2: Organize your Office**  
11:25

- Learn how to prepare a room makeover
- Learn the steps to setting up your home office
- Learn valuable tips from a safety film

First, organize your workspace as well as your thoughts. Put everything in its place and think positive. In every moment, you can savor time or squander time. Did you know the average executive wastes 6 weeks a year searching for paper? Let us remedy that problem. It is always better to purge before you merge. So, take a look at your work area and put things into three piles: Garbage, Office, Unsure. Now, throw away the garbage and look back at your workspace. Think logic!

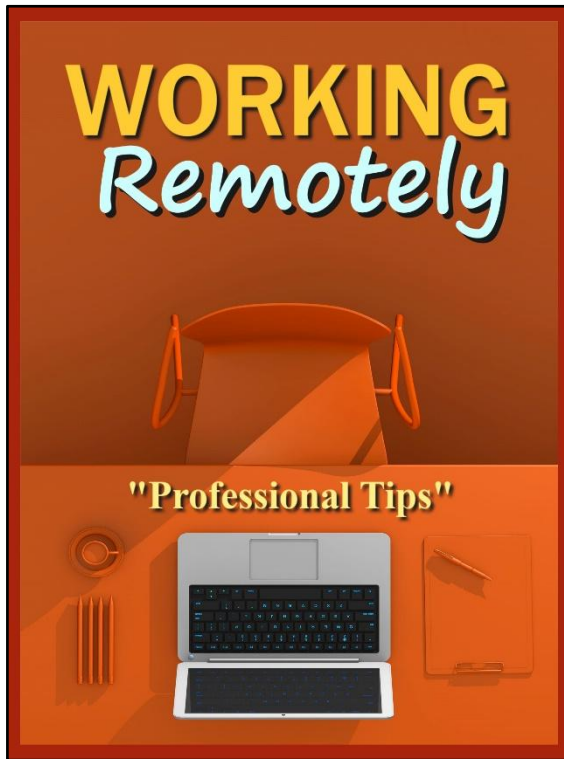


**Working Remotely 3: Policies and Agreements**  
9:00

- Learn how to address concerns with telecommuting
- Learn the elements that build trust
- Observe the contents of a home office agreement

Telecommuting is the wave of the future. Teleworking or e-commuting, companies have even more opportunities to thrive and prosper. But as trust and continuity is essential in the workplace, there is a greater potential for unclear expectations, miscommunication, and missed deadlines if policies are not in place and the telecommuter is not prepared for the task-at-hand; however, these concerns can easily be addressed and resolved.

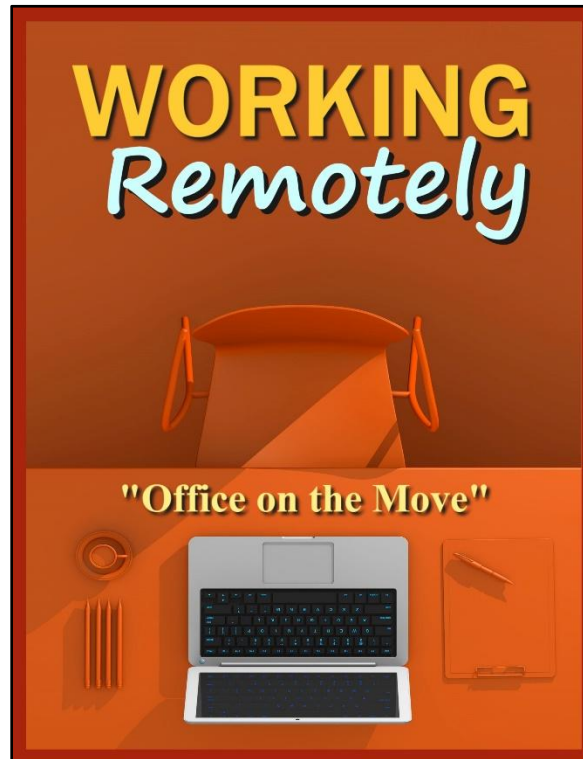
## WORKING REMOTELY



Working Remotely 4: Professional Tips  
3:30

- Learn the benefits of working remotely
- Learn valuable tips when working remotely
- Learn the importance of sharing professional tips

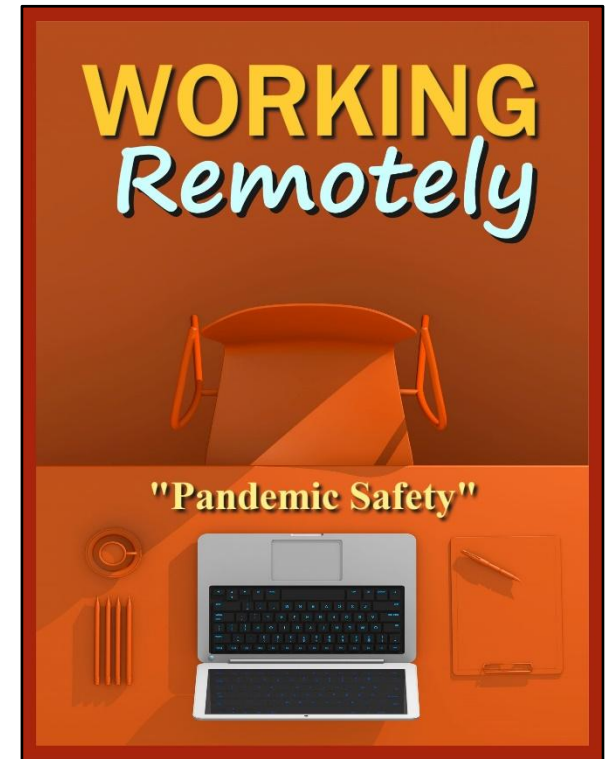
Working at home became a viable option due to the pandemic and has since gained positive reviews. Working remotely has so many benefits, among which is not having to commute to and from work or spending lots of money on food or a wardrobe. Even more important is that the manager of your office is you. You now have the freedom to take your children to school and address medical needs without disrupting the flow of a company office.



Working Remotely 5: Office on the Move  
4:10

- Learn about car accessories available
- Learn how to organize your car office
- Learn a safety review

There are many good reasons for mobilizing workforces. A mobile office increases availability, decreases overhead, allows employees to work anytime from any location, improves customer relations and morale, and is not costly to implement. But where to start? How to begin? Let us see what is needed to set-up your mobile office.



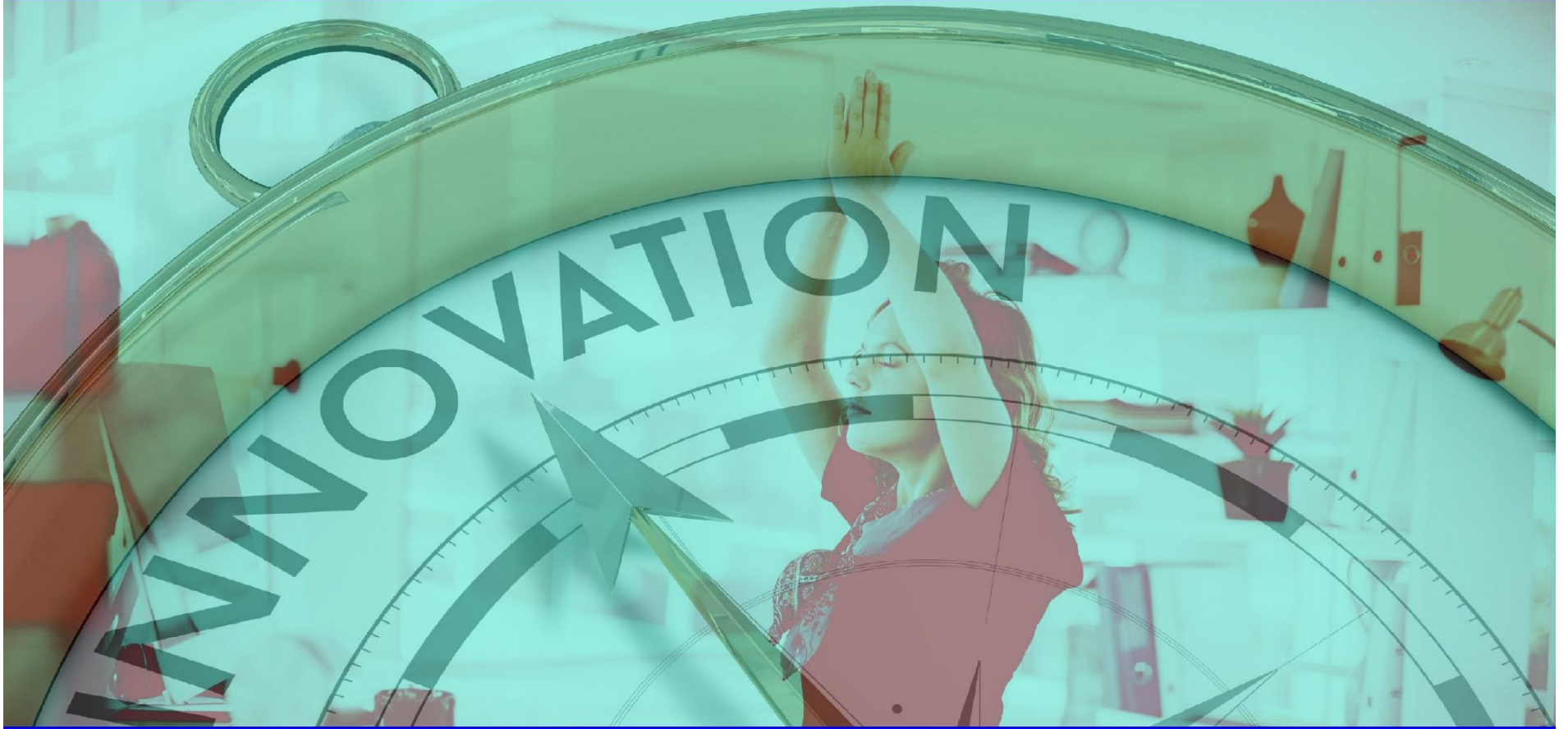
Working Remotely 6: Pandemic Safety  
8:25

- Learn how to reduce the spread of COVID-19
- Learn the basics of safety when working remotely
- Learn effective clean and disinfecting tips

We all have a responsibility to reduce the spread of infection by wearing a mask, washing hands frequently and applying hand-sanitizer (prevents the spread of the virus from contaminated surfaces). First, assume everyone is infected with the virus. With approximately 80% of diseases transmissible through touch and knowing flu viruses can live on hard surfaces up to 72 hours, we must take every measure to ensure excellent personal hygiene.



PowerSplash Project



**Workplace Wellness Series**

## WORKPLACE WELLNESS

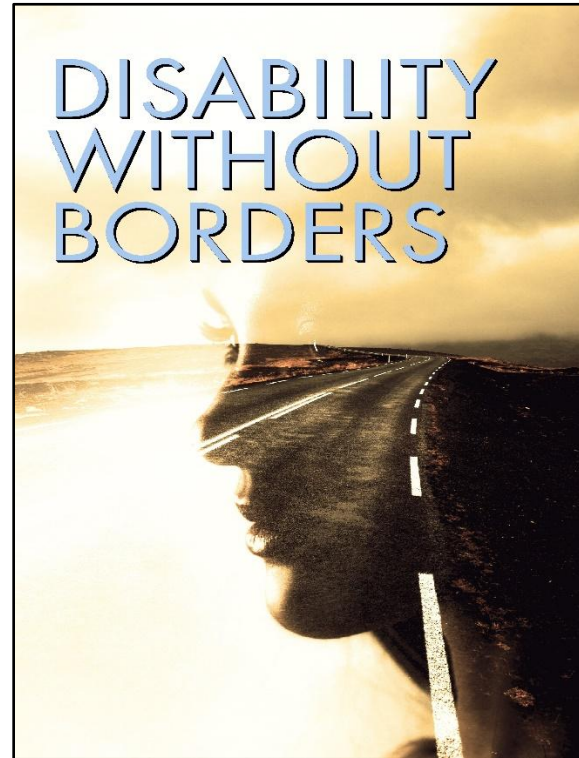


### Aging with Grace

Aging with Grace  
8:20

- Learn the facts about aging
- Learn the importance of staying active
- Learn ways to adjust to retirement

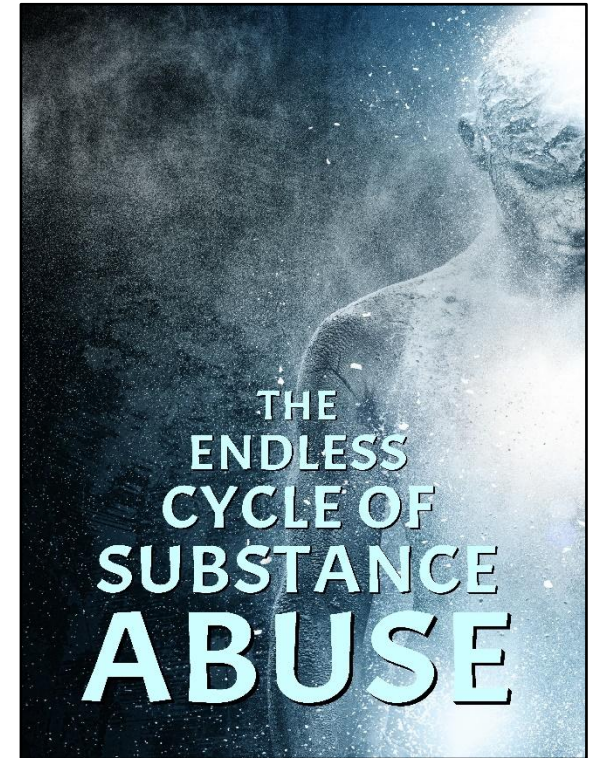
Nowadays, people enjoy a longer life expectancy. However, there are those obsessed with the uncomfortable conditions that come with aging. Since people are often afraid of what they do not understand, let us discuss the facts. If you get to be older, you will survive many obstacles and many challenges. And you still have emotions to express and opportunities to explore. If there is a fountain of youth, it is keeping your mind open, brain active, and making sound decisions.



Disability without Borders  
8:10

- Learn how people with disabilities inspired innovations
- Learn why people with disabilities are great employees
- Learn how to accommodate people with disabilities

The government wants more people with disabilities to be gainfully employed; but many employers are scared of the unknown. All right let us learn together. People with disabilities represent an untapped labor force of talented, dedicated people – and an exceptional workplace is comprised of people of all abilities. Keep in mind that people with disabilities have inspired innovations such as closed-captioning, voice activation, braille, screen readers, and spell check.

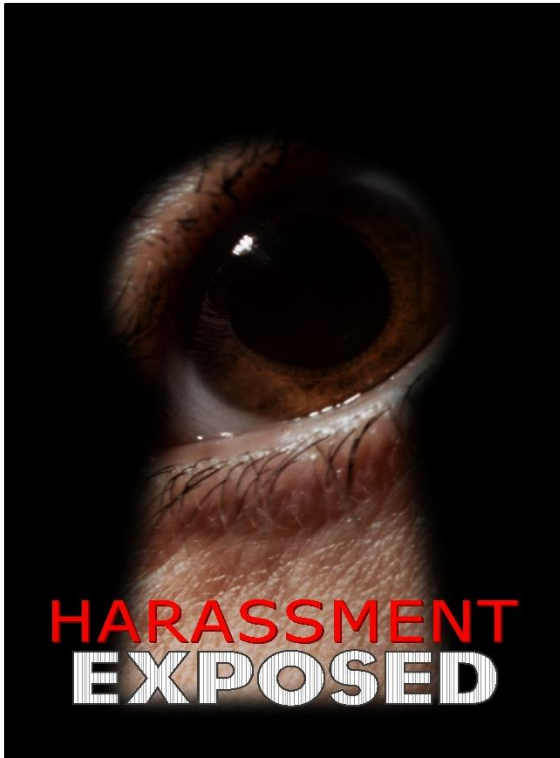


The Endless Cycle of Substance Abuse  
10:15

- Learn the dangers of substance abuse in the workplace
- Learn the impact of working with someone inebriated
- Learn how companies can address this prevalent issue

Alcohol is the most widely used and abused substance in our country. In fact, 140 million Americans drink alcohol, 67.1 million are binge drinkers, and 16.6 million are heavy drinkers. Most job assignments involve being accurate and alert, require reflexes, and caring for the welfare of their coworkers. Employees that have substance abuse issues are less productive and are 70% more likely to injure themselves, use more sick days, or file a workman's compensation claim.

## WORKPLACE WELLNESS



Harassment Exposed  
17:00

- Learn why it is mostly men that harass others
- Learn when an environment becomes sexually hostile
- Learn ways to disarm the perpetrator

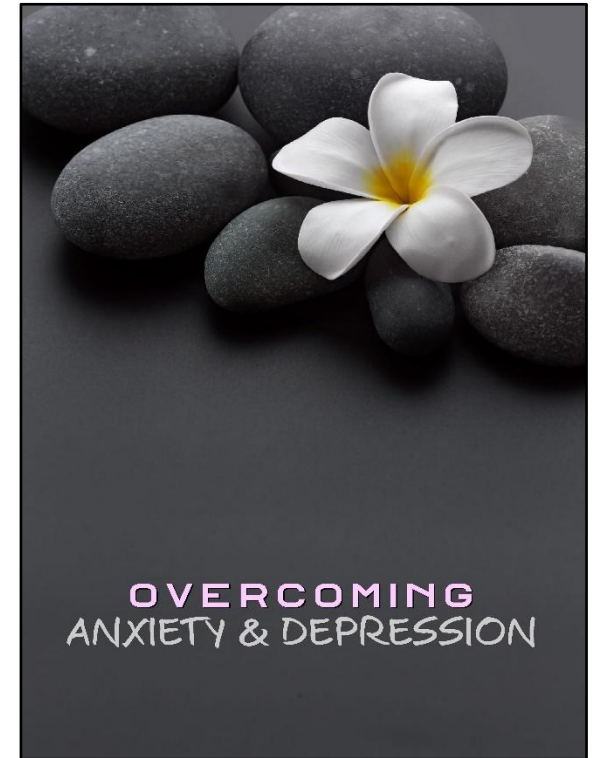
Many men have difficulty handling power and money with grace. Intense issues of entitlement and control often go unchecked, thus becoming the norm. And powerful men who are focused solely on themselves are more likely to objectify others. The men exploit and mistreat people simply because they can get away with it. Victims of chronic harassment can suffer the same psychological effects as rape victims. They can become the target of retaliation after complaining or filing a formal grievance.



Heartsounds  
4:55

- Learn the similarities of parenting
- Learn how childhood memories serve you well
- Learn how we can grieve unforeseen events

Award Winning Film. The narrator shares her lifelong fascination with penguins. Like humans, not all chicks look the same. They vary in size and plumage color. But bonding is an important part of raising a penguin, and the parents kiss their babies a lot. Family and friends provide a loving support network in towns and villages called rookeries. As they get older, penguins proudly spread their wings and assume the role of a responsible adult. Sound familiar?



Overcoming Anxiety and Depression  
8:45

- Learn the connection between anxiety and depression
- Learn the harmful habits you can break
- Learn what to tell yourself when depressed

Anxiety is the most common mental health disorder in the U.S. affecting forty million adults. About half of those that are diagnosed with anxiety disorders also suffer from depression. Experiencing occasional anxiety and worry is normal; but people with anxiety disorders experience excessive and persistent fear about everyday situations. These anxiety disorders are often inherited and occur by faulty circuits in the brain that control fear.



